JOHN JAY COLLEGE OF CRIMINAL JUSTICE
THE CITY UNIVERSITY OF NEW YORK
BIOLOGY 101: Fall 2012

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Adjunct Assistant Professor **Kathy Joubin, Ph.D.**
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Office Hours: Tuesdays 11a – 12:30p and Thursdays by appointment

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Section 01:	**1st Period (8:00 – 9:15a) Tues/Thurs**	**Room NB 3.79**	**Rafferty**
Section 02:	**1st Period (8:00 – 9:15a) Tues/Thurs**	**Room NB 3.78**	**Vethantham**
Section 03:	**2nd Period (9:25a–10:40a) Tues/Thurs**	**Room NB1.81**	**Rafferty**
Section 04:	**2nd Period (9:25a–10:40a) Tues/Thurs**	**Room NB 8.69**	**Vethantham**
Section 05:	**6th Period (4:15p–5:30p) Tues/Thurs**	**Room NB 1.119**	**Joubin**
Section 06:	**7th Period (5:40p–6:55p) Tues/Thurs**	**Room NB 1.115**	**Joubin**

Learning Goals of Bio101:

- Knowledge
  - Outline some of the basic concepts of biology
  - Describe the following basic concepts in the field of modern biology: structure of atoms and molecules, structure and function of macromolecules, structure and function of cells, cellular respiration and photosynthesis

You must check blackboard and your John Jay E-mail account regularly.
You are responsible for any and all course information, announcements, and communications that occur through blackboard and/or your email account.

Blackboard: Important course announcements, suggested homework assignments, review questions, a discussion forum for Q and A, and other resources will be posted to the course Blackboard. Check regularly. Furthermore, **students are responsible** for checking their **John Jay e-mail account** regularly for important announcements. Contact DoIT, **not** your Bio instructor, for help with e-mail or Blackboard.

Text / Study guide package:

Hardcover Text: Campbell BIOLOGY 9th Edition (2010) Campbell, N., Reece, J. et al. New York: Pearson- Benjamin Cummings. ISBN: 978-0321558237

Custom Text (Binder): Campbell BIOLOGY 9th Edition Volume 1 (9th ed.) Campbell, N., Reece, J. et al. New York: Pearson- Benjamin Cummings. (Available in the Bookstore ONLY)
---Contains material for Biology 101 and 102 + Mastering Biology access---

Statement of the College Policy on Plagiarism: Plagiarism is the presentation of someone else's ideas, words, or artistic, scientific, or technical work as one's own creation. Using the ideas or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. It is the student's responsibility to recognize the difference between statements that are common knowledge (which do not require documentation) and restatements of the ideas of others. Paraphrase, summary, and direct quotation are acceptable forms of restatement, as long as the source is cited. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The Library has free guides designed to help students with problems of documentation. (JJC Undergraduate Bulletin, see Chapter IV Academic Standards). In this course, we will use www.turnitin.com for the lab reports and other assignments.

Attendance: You are required to attend the lectures. An attendance sheet will be circulated during class. It is your responsibility to sign the sheet *during* class. You will not be permitted to sign the attendance sheet after the class has been dismissed. **More than four (4) unexcused absences are considered excessive and you will receive a grade of F**.

Homework and Classwork Assignments: Throughout the semester, students will be assigned homework in the form of writing assignments, or internet-based assignments. On-line assignments will be given via the internet portal *Mastering Biology*. Access codes for Mastering Biology are provided with the custom textbook, if bought in the John Jay Bookstore. Students that have purchased the text separately must purchase an access code through the Mastering Biology website. Classwork assignments will be given in the form of quizzes or other assignments determined by the instructor. Classwork and homework assignments are required; they are graded and contribute to the course grade, as described below.

*****California Critical Thinking Skills Test:** All students are required to take the California Critical Thinking Skills Test (CCTST). The exam will take 45-60 minutes. Students that complete the test properly **before September 8th** will receive a perfect score on the first homework assignment, regardless of performance on the test. Those that do not complete the test properly will receive a zero on the first homework assignment. The instructors of this course will not receive the individual scores of specific students, only aggregated results. The CCTST must be taken in the Math-Science Resource Center (MSRC) located in room **01.94** of the new building.

Instructions:

1.) Make sure that your John Jay email account is active and you have the correct password.
2.) Make an appointment through TutorTrac to take the exam in the MSRC:
   A.) First, visit http://www.jjay.cuny.edu/academics/4830.php
   B.) Watch the instructional video.
   C.) Make an appointment for the CCTST (not for tutoring)
3.) You may take the exam between 12:05 P.M. and 2:50 P.M. Monday – Friday
4.) The exam will take 45-60 minutes to complete and must be completed **before September 8th**.

If you cannot be on campus at the above times, please contact the MSRC to schedule an alternate time.

Exams: There are four in-class lecture exams, the last of which, although not cumulative, will occur during finals week at the scheduled time. All exams are of equal weight and all will count. **There is NO dropped test in this class**.

If you miss an exam (or foresee that you will miss an exam) for any reason, you MUST contact the instructor ***as soon as humanly possible***. You may be allowed to take the exam late (or early). However, you are ONLY eligible for this one-time consideration if you contact the instructor immediately and you arrange to take the exam BEFORE the corrected exams are handed back to the class. In all other cases, the missed exam **WILL count as a ZERO**. (Exception: a ***documented*** medical or family crisis may result in being excused from an exam, but this is only allowed ONCE. Further missed exams will count as a zero, regardless of the reason.)

Accommodations for Students with Disabilities: Students with hearing, visual, or mobility impairments; learning disabilities and attention deficit disorders; chronic illnesses and psychological impairments may be entitled to special accommodation under the Americans with Disabilities Act (ADA). Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility from the Office of Accessibility Services (OAS) which is located at L66 in the new building (**212-237-8031**). It is the student's responsibility to initiate contact with the office and to follow the established procedures for having the accommodation notice sent to the instructor. Faculty members are not allowed to work directly with students to attempt to accommodate disabilities and accommodations cannot be applied retroactively (after-the-fact).

Grading: Grades are derived from exams, classwork assignments, and homework assignments.

- **EXAMS (80%):** Four (4) lecture exams will be given for the semester. There are no make-up exams. If you miss an exam and do not have a *valid written excuse*, you will receive a score of zero (0).
- **HOMEWORK (10%):** Writing or on-line assignments will be given in advance. Homework submitted must be typed and is due based on the discretion of your instructor.
- **CLASSWORK (10%):** Throughout the semester various in-class assignments in the form of quizzes or assignments as determined by the instructor. Quizzes will be based on material previously covered.

Once these grades are totaled, the score will be expressed as a percentage and the final letter grade will follow the grading scale below. There will **NOT be a CURVE!!!**

Grading Scale: The grade for the Bio101 course is based entirely on the class lecture. The grading scale here (→) is the official grading scale for this course. There will be no exceptions to this scale and grades will not be rounded up, except as explained here. Following all computations, the grade will be rounded to the nearest tenth of a point in Microsoft Excel (one decimal place, e.g., 97.2%). This is the final grade and no further manipulations will be made. The scale here (→) will then be strictly used. This means that a 72.9499% is a "C-"and a 72.9500% is a "C." These calculations are done by the computer, so there are no judgment calls or "leniency." You will get the grade you deserve. I will not accept requests to change the final grade once submitted (unless you have noticed a serious computational mistake)

Should you want to appeal your grade, **you must do so by going through the proper Grade Appeal procedure** which is explained at: http://www.jjay.cuny.edu/academics/776.php

93.0 and above	A
90.0 - 92.9	A-
87.0 - 89.9	B+
83.0 - 86.9	B
80.0 - 82.9	B-
77.0 - 79.9	C+
73.0 - 76.9	C
70.0 - 72.9	C-
67.0 - 69.9	D+
63.0 - 66.9	D
60.0 - 62.9	D-
below 60.0	F

Class Protocol:

All electronic devices, except for those being used to take notes, must be turned off in class. Recording of the lectures is at the discretion of each instructor.

CUNY John Jay College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people. **ANYONE disrupting the class will be removed**.

Disruptive behavior will result in **points being taken from your final grade at the discretion of the instructor**.

- **Note on protocol to address the professor by email**:
  - It is inappropriate to send aggressive or rude emails to the professor. Reception of any such email from a student by the professor will result in points taken out of your final grade.
  - Emails to the professor must be addressed properly as "Hi/Hello/Dear, Dr…..; " with the subject of your email in the subject line.
  - Email addressed as "Hey" or any other greeting except those listed above and/or with no subject line will **NOT** be answered.

John Jay College: CUNY, Biology 101, Fall 2012

Week	Date	DAY	LECTURE		PAGES
1	Aug 28	Tues	CHAPTER 1:	THEMES OF THE STUDY OF LIFE	1-27
	Aug 30	Thurs	CHAPTER 2:	THE CHEMICAL CONTEXT OF LIFE	30-45
2	Sep 04	Tues	CHAPTER 2:	CONTINUED	
	Sep 06	Thurs	CHAPTER 2:	CONTINUED	
3	Sep 11	Tues	CHAPTER 3:	WATER AND ENVIRONMENT	46-57
	Sep 13	Thurs	CHAPTER 3:	CONTINUED	
4	**Sep 18**	**Tues**	**NO CLASSES SCHEDULED – SCHOOL CLOSED**		
	Sep 20	Thurs	CHAPTER 4:	CARBON & MOLECULAR DIVERSITY	58-67
5	**Sep 25**	**Tues**	**NO CLASSES SCHEDULED – SCHOOL CLOSED**		
	Sep 27	Thurs	CHAPTER 4:	CONTINUED	
6	***October 2***	***Tuesday***	***EXAM #1:***	***CHAPTERS 1-4***	
	Oct 04	Thurs	CHAPTER 5:	MACROMOLECULES	68-91
7	Oct 09	Tues	CHAPTER 5:	CONTINUED	
	Oct 11	Thurs	CHAPTER 5:	CONTINUED	
8	Oct 16	Tues	CHAPTER 6:	THE CELL: STRUCTURE & FUNCTION	94-124
	Oct 18	Thurs	CHAPTER 6:	CONTINUED	
9	Oct 23	Tues	CHAPTER 6:	CONTINUED	
	Oct 25	Thurs	CHAPTER 7:	MEMBRANES: STRUC/FUNCTION	125-141
10	***October 30***	***Tuesday***	***EXAM #2:***	***CHAPTERS 5-6***	
	Nov 01	Thurs	CHAPTER 7:	CONTINUED	
11	Nov 06	Tues	CHAPTER 11:	CELLULAR COMMUNICATION	206-227
	Nov 08	Thurs	CHAPTER 11:	CONTINUED	
	***** November 9th – LAST DAY TO RESIGN WITHOUT ACADEMIC PENALTY*****				
12	Nov 13	Tues	CHAPTER 8:	INTRODUCTION TO METABOLISM	142-161
	Nov 15	Thurs	CHAPTER 8:	CONTINUED	
13	***Nov 20***	***Tuesday***	***EXAM #3:***	***CHAPTERS 7, 8, and 11***	
	Nov 22	**Thursday**	**NO CLASSES SCHEDULED (Thanksgiving break)**		
14	Nov 27	Tues	CHAPTER 9:	CELLULAR RESPIRATION	162-184
	Nov 29	Thurs	CHAPTER 9:	CONTINUED	
15	Dec 04	Tues	CHAPTER 9:	CONTINUED	
	Dec 06	Thurs	CHAPTER 10:	PHOTOSYNTHESIS	185-205
16	Dec 11	Tues	CHAPTER 10:	CONTINUED	
	FINALS WEEK		***EXAM #4:***	***CHAPTERS 9-10***	

Section 01	Tuesday	Dec 18	8:00am – 10:00am	In same room as lecture
Section 02	Tuesday	Dec 18	8:00am – 10:00am	"
Section 03	Thursday	Dec 20	10:15am – 12:15pm	"
Section 04	Thursday	Dec 20	10:15am – 12:15pm	"
Section 05	Tuesday	Dec 18	4:00pm – 6:00pm	"
Section 06	Thursday	Dec 20	5:30pm – 7:30pm	"

How to pass Biology 101

- In-class
  - Show-up, stay awake, LISTEN!!!
  - Take careful notes, but still listen!!!
  - Don't write ONLY what is on the lecture slides… listen carefully and jot down any point that I make that helps explain something.
- Homework
  - Complete the assigned reading BEFORE class!
  - Re-read your notes as soon as possible (that night if you can!)
  - Complete the homework assignments as you go
  - Make notecards (flash cards**) of everything in the notes
    - It is best NOT to wait until exam time to do this!
    - But even if you DO wait until the exam, still… make the flashcards!
  - If you are struggling with a concept, come see me!!!
- Exam Studying
  - Read the notes yet AGAIN
  - Study your flashcards. Drill them MANY times until you REALLY know them all.
  - Go over the writing assignment that you completed.
  - Prepare answers to ALL of the possible short answer exam questions.
  - Study the figures from the book that I used in class.
  - Take the "self-quizzes" at the end of each chapter. Go find the answers.
  - Explore Mastering Biology and do all the activities.
  - Only study in groups if you stay focused the whole time

**To make flash cards:

- Read through the notes
- Transfer notes to note cards, one concept at a time
- All exam material should be on the note cards
- Good Flash Cards: Definitions, Lists