

Professor Ginny Dudley, M.S.  
E-mail: virginia.dudley@gcccd.edu

Office Phone: 644-7858  
Office Room: 30-122  
Lab Room: 30-108

**Life In The Sea  
Biology 105**

**COURSE EXPECTATIONS / CONTRACT / SYLLABUS**

**COURSE DESCRIPTION**

Life in the Sea is a 4-unit laboratory course using marine plants and animals and their interrelations with their aquatic environment to develop an understanding of modern biological principles and processes basic to all forms of life. This course is equivalent to any introductory lecture/lab course in biology offered at California State Colleges and Universities. Many students have little or no background in biology or science when enrolling in this course. Biology 105 is designed for the beginning college student. However, keep in mind that our biology courses are taught at the university level as **Biology 105 is transferable**. Biology courses can be fun but are challenging and time consuming. Therefore, to succeed, you must be capable of **reading and writing at a college level**, have the self-discipline to commit yourself to many hours of study, and make your education a priority. It is strongly recommended that you have passed **English 110 and Math 90** before taking this course.

**This syllabus is our contract. By enrolling in this course you agree to abide by the terms in this syllabus**, to take responsibility for your education and actions, and understand you will get back what **YOU PUT INTO IT**. I expect college level work. I also expect that you will ask questions of your fellow students and me in addition to applying yourself to the course work. Never be in the dark about information we cover. It's my job to give you the framework within which you can work for and attain your educational goals. With rare exception, you are **ALL** capable of doing well academically. The majority of your success in this course will simply be dependent on your conscious **choice** to spend the time required for study and to do the work!

**FINDING ME:** See page 8 of this syllabus for office hours

I encourage you, even expect, to see me outside of class for help in this course. My office hours are set up to accommodate as many students and their schedules as possible. Sometimes I'm in the lab, so check there if I'm not in the office. If you know you will be dropping by to see me, e-mail me first to be sure I will be there. E-mails are the best way of leaving a message. If you find none of my posted office hours fits your schedule, please see me during a lab, or email me, so we can make other arrangements.

**Emailing:** I cannot respond to any emails you send without the following information:

Your **FIRST AND LAST NAME, LAB DAY that you attend** (not the lecture days) and a subject in the subject line, in your message. Although I could reply sooner, please do not expect a reply sooner than 24 - 48 hrs. I don't live in my computer.

**IF I AM LATE TO CLASS:** If, due to an unforeseen emergency, I am running late for a class, you are expected to remain in class for **fifteen (15) minutes** (unless otherwise notified by the Dean's office or Biology lab technician). If you do not receive notification to wait for me to arrive, you may leave after 15 minutes with no penalty for absence or assigned work due at that class meeting.

**POLICIES & PROCEDURES**

**If you are adding the class, your registration for the course must be completed by the end of the first two weeks of class or you will not be enrolled regardless of attendance.**

**I. Grading, Assignments, Lectures and Labs:**

A. **Exams** There will be three midterms and one final exam. Each midterm is worth 100 points. Tests can be composed of any combination of multiple-choice, short answer and essay. The final exam covers the last section of lecture topic and is also worth 100 points. The final is multiple choice questions only. Test questions will be derived from lectures, lab work, the textbook and field labs. **Please purchase four DataLink #26550 answer forms. The wrong form may not be accepted by the scoring machine and it will not be regraded.** Also purchase eleven **#28190** short answer quiz forms for lab. Bring at least one #2 pencil to each test. **(I don't carry extras of any supplies including DataLinks.)** Additional paper for the written portions will be provided. Answers to written questions will be accepted **only** when written on paper provided by the instructor. DataLink erasures that are indistinguishable to the machine will be counted as incorrect and **will not be remarked** for exams or for quizzes. Mark exams and all answer sheets with your name, test color and lab day. Cell phones must not be accessible during tests until after you have left the classroom. (Don't take them out until you are outside.) Illegible writing on tests will not be graded. Incomplete erasers will not be rescored.

B.1. **Exam Dates This Semester:** Dates are subject to change. Exams returned in **two weeks**.

**Exam 1: Mon. March 2                      Exam 2: Wed. April 8                      Exam 3: Mon. May 5**

**Final: Mon. June 1 at 6:05 pm – 7:35pm. Do not arrive later than 6:05.**

B.2. **Double Lectures:** **Wed. Feb. 18;      Wed. April 8      Wed. April 29 (No lecture Mon., April 27)**

C. **Make-up Exams** No makeup exams will be allowed except in cases of **extreme** circumstance. **You must contact me PRIOR TO THE TEST** by phone message or e-mail to be given consideration for a makeup. If a student is given permission to take a make-up exam, they **MUST** make a written email request to me within **48 hours** of my permission for the make-up. Make-up exams will be essay versions of the original test and given immediately after the Final exam or arranged in the Testing Center after the written request is received. Only **one** make-up test is allowed and **ONLY** for an **EXCUSED** absence. An “excused” absence is limited to verified student serious illness and verified emergencies. No makeups for the final exam. Ability to take a makeup is subject to space availability in the Testing Center which is presently open only during the day.

D. **Laboratory Work** Labs are an essential part of your education in biology. **COME TO LAB PREPARED** by checking the lab schedule for the correct laboratory exercise to be covered that day. **READ** the exercise and lab guide **BEFORE** you come to lab. **You must attend the lab that you registered for.** Quizzes and work done during another lab time is not given credit unless prior arrangements are made by e-mail. Lab make-ups are usually not possible. However, if it is, one lab makeup may occur, for a verifiable excused absence arranged prior to the missed lab, at my discretion, only **once** in a semester.

**DO NOT EAT IN LAB. DO WEAR CLOSED TOED SHOES IN LAB.**

**DO NOT LEAVE LAB until you begin group work. THAT MEANS YOU MAY NOT LEAVE AND RETURN TO THE LAB DURING THE LAB INTRODUCTION OR LAB LECTURE.** Take breaks after the lab activity begins. **LEAVING AND THEN RETURNING BEFORE THE ACTIVITY BEGINS CONSTITUTES AN ABSENCE. YOU WILL BE MARKED ABSENT WITHOUT NOTIFICATION.** If you have a medical excuse, you must be present it to me **in the first 2 weeks class**. OTHERWISE, COME TO LAB COMFORTABLE TO SIT FOR 90 MINUTES.

**EVERY STUDENT is required to clean their work space and shared work space in the lab before leaving the lab room every week. Failure to do so will result in deduction of points from the assigned work for that lab due to incomplete work.**

Animal dissection is an integral part of several lab exercises. You must participate in dissection labs to receive credit. There are no alternate assignments in lieu of dissection work. See lab schedule for details.

Evening section labs are split between 2 nights. We often will work on the topic introduction, instruction and demonstrations on Mondays; and the activity on Wednesdays. At the beginning of **EACH & EVERY** Monday laboratory, starting the second week of class, a 10-point quiz will be given covering the results and interpretation of the previous week's lab work. There will be eleven 10-point quizzes given during the semester. The lowest 2 quiz scores will be dropped. One “double quiz” for 20 points (not subject to drop) will also be given for a total of 110 quiz points. An absence from lab will count as a zero for that week's quiz. If, during the previous week, we are in the field or off for the week, the quiz will be over whatever we covered the last time we were in lab on campus. Therefore, you may take a quiz that covers material that is as much as 1-3 weeks old. Study completed lab exercises, reading, and the pre and post lectures in lab to review for these quizzes (Refer to your quiz objectives in the Lecture/Lab guide to help you review.) If you are absent for a lab, you not only miss the quiz but you also miss the material that will be covered on the next quiz. You will need to purchase **11 DataLink short answer quiz forms, #28190, before the second week**. You must write your **full name, lab day, and title of the quiz** on each quiz form, each quiz, to receive a grade.

A total of **five** completed laboratory exercises will be turned in over the course of the semester. A completed lab exercise is one that has **all** questions answered with complete sentences and all data tables filled in. **Four** lab exercises will be turned in on **unannounced** dates. Students will **not know** which labs will be collected until the time they are called for. These exercises must be immediately turned in at the time they are called for and **will not be accepted any time thereafter for any reason**. Exercises must be stapled and labeled with your **name and lab day**. Always bring all your lab exercises with you to every lab.

The lowest grade of all unannounced labs turned in will be dropped. If you are absent on the day an unannounced lab exercise is called for, you will take a zero for that exercise and it would (we hope) be your lowest score and be dropped. **Be advised:** If you are absent (for any reason, planned or not) on a day when an exercise is called for, or you were absent the day that exercise was run, or you forgot your lab manual, that exercise **cannot** be turned in at any other time. You will take a zero for it. **One** laboratory exercise will be turned in on an **announced** date. Completion and study of all laboratory exercises is key to your success on quizzes and, to some extent, lectures exams.

You **MUST** have a **NEW lab manual BY THE BEGINNING OF THE THIRD WEEK OF LABS**. I will not grade any exercise that is not completed in the published exercise. I will not grade exercises that are completed on separate paper or on copies of the original published lab exercise.

There are **ABSOLUTELY NO** make-ups allowed on lab quizzes or exercises. **STUDENTS WHO ARRIVE LATE FOR QUIZZES OR EXAMS WILL NOT BE GIVEN ADDITIONAL TIME TO COMPLETE IT.** If you are late to lab and miss signing the attendance sheet, ask me for the sign-in sheet before the end of that lab. Otherwise, you will probably be marked as absent. This could result in a drop for excessive absence. It is the student's responsibility to sign the roll sheet to indicate their attendance. If you are late to lab and miss the quiz you receive a zero. If you are more than 15 min. late to lab, you will be counted as absent for that lab. **Leaving lab or a field trip early is also considered an absence**, even if you notify me ahead of time.

E. 1. **Field Labs** (Dates and times are in your lab schedule given out in the lab)

As advertised in the class schedule, there will be some weekend field trips. A field trip is counted as a lab (field lab). Some may occur during a weekday and outside of our regularly scheduled lab time. Your presence is **REQUIRED** on field trips as if they were regularly scheduled labs. Arrange schedules to accommodate announced field lab times NOW. There is always an attendance sheet at the field labs that you must sign, **IN and OUT**, and turn in your completed lab exercise to be given credit for participation. Be sure to sign the attendance sheet as soon as you arrive at the field site and before you leave. You will be marked as absent if your name is not on that sheet. Please do not expect me to remember that you were there. **DO NOT SIGN IN FOR ANYONE ELSE.** Points are given only for **full** and **complete** participation in off-campus field labs. Being late does not constitute attendance. You will only be given credit only for attending the field lab that you signed up for. **You may not show up to a field lab for which you did not sign up and get credit.**

Sorry, **Make-ups are not possible** for field labs. For sign-up problems: email me before signups.

**Note: Athletic events and work schedules cannot be excused.**

**YOU MUST BE PHYSICALLY STABLE ON YOUR OWN FEET TO PARTICIPATE IN FIELD LABS. YOU MUST WEAR SUPPORTIVE, SNUG SHOES WITH A GRIP TYPE OF SOLE**, such as tennis shoes. By enrolling in this course you release GCCCD and this instructor of all responsibility in the event of any injury or accident traveling to, during, or traveling from a field lab. Completed field trip forms are required before attending the first field lab. It is your responsibility to ensure you get the completed form to me.

The Stephen Birch Aquarium visit, later in the semester, costs our students \$8.00 in Spring & Summer and \$7.00 in Fall. Purchase online, for that rate, prior to your visit. (If you have a problem with the fee, see me within the first two weeks of class.) **Keep your ticket or receipt.** You must provide verification of your visit by stapling your ticket or receipt to the (FIRST PAGE ONLY) of the aquarium exercise. Put your name on this verification.

Please **do not call or e-mail me for field trip directions, times or dates, or to find out what date you signed up for**. Students are given all field lab information several times before the field date. A map and instructions are in the Lecture/Lab Guide in the Appendix. **Students should take the name and phone number of several classmates early in the semester for these types of questions and other unexpected situations for which you may need information repeated.**

All field trips are official Grossmont College class activities. Therefore, all district policies governing student conduct and the policies in this syllabus apply. So, there are **NO pets, children, alcohol, drugs, smoking or un-enrolled students allowed on field trips**. Violation of any policy for any class activity will result in your dismissal from the activity and a possible class suspension.

2. **Field Lab Cancellation/Information Notification** Unforeseen factors (weather or emergency) may warrant a change in field lab dates, cancellation of one or more field labs, or no credit for attending one of multiple meetings when other field days are cancelled. You are still **required** to attend other field lab date options (includes the Aquarium) if these changes occur. If I must cancel a field trip (this rarely occurs) I can notify you via an "Out-Of-Office" email reply. Check the status of a field trip by writing to: **gcbio105@gmail.com**. You will get an automatic reply telling you about the field trip. Please put the name of the field site in the subject line. I will update the reply up to 2 hours before the Meet Time for the trip. Check even if we have good weather. **Do not use this email address for questions.** I will not respond.

Here are Google maps for the field sites:

Google Street View of first field site, Whale View Point: <http://tinyurl.com/whaleviewpt>

Google Street View of second field site, False Point: <http://tinyurl.com/falsepoint>

### 3. **Field Lab Transportation**

Students are responsible for providing their own transportation to all field labs. Carpooling is up to you.

### F. **Bonus Project**

Bonus points are offered on each lab quiz and the last three lecture exams. I will also offer a Bonus Semester Field Project (25 bonus points). You will study 5 local marine invertebrate animals by photographing, identifying and researching some information about each. If you do not have a camera, you may share its use but take your own photos. Photos **MUST** include a white card with your **full name, date (dd/mm/yy)** and the **location**, in **black marker, IN** the photo **with** your specimen. A separate instruction sheet will be given to you explaining the field project in greater detail later in the semester. You must follow these instructions to receive credit for your work. I suggest you do not take photos until you receive the information for this project.

### G. **Late Assignments**

Work handed in past a due date may lose points. (Unannounced lab exercises **cannot** be handed in late, **no exceptions**). **No** assignment that has already been handed back to the rest of the class will be accepted late.

### H. 1. **Course Grade**

**Keep all returned work! (You might need it to prove your grade.)** You may calculate your grade at any time by simply adding up the scores of all your work, dividing that total by the total possible for that work and multiplying the result by 100. This will give you a percent score. Before the drop date, I'll give you an itemized sheet of earned scores and a mid-semester grade. I am **not** using +/- grading. Use the following scale to determine your grade at any time:

- A 90% and up
- B 80% - 89%
- C 60% - 79%
- D 50% - 59%
- F 49% and below

**Assignments, quizzes and tests may be added, deleted or changed during the semester, therefore semester point totals may vary.** Students are solely responsible for retaining all graded grademasters, exams, quizzes and other assignments returned by the instructor to be used in the event of any grading discrepancies.

2. <b>Total Possible Points</b>	<b>Approximate Points</b>
3 midterms & 1 final, 100 points @	400
11 Lab Quizzes, drop 2 lowest, 10 points @	90
1 Double Quiz, not subject to drop	20
4 Unannounced Lab Exercises, drop lowest, 10 points@	30
1 Announced Lab Exercise, not subject to drop	10
Marine Ecology Assignment	10
Field Work Participation, 15 points @	30
<b>Total</b>	<b>590 - total subject to change</b>

**Calculating Your Grade** Sometimes, especially near the end of the semester, students ask me how well they have to do on a final or project to receive a desired grade. Since grades are calculated based on the number of points you accumulate, you can get a pretty good idea by doing the following. Decide what grade you are shooting for, lets say a "C". Calculate the number of points you need to get into the "C" range for the whole course. Using an **example** of 650 points possible you would need 390 points because that is the bottom of the

“C” range. You would find this number by taking the number of points possible in the course, 650 in this example, and multiplying by .60. This gives you the number of points for the bottom of the “C” range ( $650 \times .60 = 390$ ). Now add up how many points you have earned so far. Lets say at this point you have 99 points and there are still 480 points of work left in the semester. Subtract what you have earned (99) from the number of points required to get a “C” (390). By doing this,  $390 - 99 = 291$ , you get the least number of points you need to earn out of the remaining number of points possible for a “C”. In this example you would therefore need to earn 291 points out of the remaining 480 points. By dividing the number of points yet to be earned for a “C” (291) by the number of points remaining in the semester (480) and then multiplying by 100, you can calculate the average percent score you must earn on all remaining work to achieve your goal. In this example  $291/480 \times 100 = 61\%$ . Your numbers of course will be different. Just plug yours into the example.

## II. Academic Integrity

**A. Tests** **Cheating** on exams or assignments will not be tolerated. Using ideas and materials of others as if they were your own is plagiarism. This activity will result in a score of **zero** for the item or exam in question, and/or a grade of “F” for the course, and/or class suspension. Behaviors during tests, such as looking (or the appearance of looking) at a classmate or a classmate’s paper or any written notes, or any communication in any way, will be interpreted as cheating and will be dealt with immediately (including forfeiting your test or making a seat change). You must ask for permission before talking to a classmate during an exam. During an exam your desktop and surrounding area will be clear of **all** materials except your test paper, DataLink form, pencil and any additional paper given to you only by the instructor. Notes written on or erased from a Datalink form will result in a zero for the exam or quiz. **Any** notes on or near you, whether you refer to them or not during an exam, constitutes cheating. Cell phones, ipods, etc. are prohibited in class (at all times). You may be asked to move your seat, sit in a staggered formation, or remove your hat while taking an exam. You may be asked to expose hands, wrists, arms or legs; apparel or nearby objects for cheat notes. Failure to comply with these parameters or any direction by myself will result in a zero for the exam; an unexcused absence and/or possible suspension. After you complete an exam, remain quiet until you have turned it in to me, left the classroom, and are well outside the doorway.

**STUDENTS MAY NOT LEAVE THE CLASSROOM AND THEN RETURN ONCE AN EXAM BEGINS. TEND TO ALL NECESSARY BIOLOGICAL FUNCTIONS BEFORE YOU COME TO THE EXAM!** You will forfeit your test if you leave before you have finished. If you have a medical problem or special circumstance that prevents you from sitting through exams (also lectures or lab), you **must** see me before an exam with **proof** of your special condition. You will be required to verify your condition with a letterhead note from your doctor. A student may be required to complete an exam under my direct supervision at my discretion.

**B. Lab, Lecture & Field Assignments** Whenever one is working in a laboratory situation, it is assumed that data (measurements) collected and observations made, will be shared in discussions with classmates. However, analyses and conclusions reached when writing answers for labs or tests **SHALL BE YOUR OWN** and not copies of another student(s). Do not copy answers or write the same statements made verbally by fellow students to answer questions in lab or any assignment. Copy only raw data (numbers) from your lab partners. This also means that if you work with classmates on any assignment and use the same reference source, be sure to interpret that information from the source **not** from each other! (including taxonomic names). If someone has copied from you, on ANY assignment, you are just as responsible. If you are writing a project or a paper, do not lift **any** phrase, sentence or paragraph from your reference without quoting it as a reference. (**Wikipedia is not a scientific reference. Don’t use it for any assignment.**) Information from any source must be analyzed and interpreted only by you, in your own words. Turning in labs or tests that have even partially copied answers, or a project that has even partially copied work of another student, is considered cheating and will not be given credit. If you ever find yourself in the uncomfortable situation of being propositioned to cheat by allowing someone to copy from you, or witnessing dishonesty in class or during an exam please bring it to my attention, immediately if possible. You may request and receive anonymity.

### **C. What is Cheating? Some Examples:**

To reduce confusion as to what is considered cheating or plagiarizing, please read the following examples:

1. Students C, D and F are all doing the same assignment, so they work on it together in lab (or at F's house or the library etc.). Since they are thinking of & discussing the answers together, they all write down the same answers, even though they are turning in separate papers. They all earn zeros for their work.
2. Student T is almost finished with a test, but she doesn't know the answers to just three questions. So, she looks at another student's answer sheet to see how they answered the same 3 questions. They all earn zeros for their work.
3. Student V did almost all of their lab homework but he still needs to answer the last couple of questions. So, he copies from another student's work to turn it in on time.
4. Student U has a research paper to do and he finds some good information in a book and paraphrases (puts it in his own words), but he doesn't cite (give credit to) the author and turns it in as his own original work.
5. Student R is assigned a project for her class that includes some research on Natural History. She finds a web cite on the same subject on the internet. She takes parts of the information she wants directly from the web site, rewords it and puts it into her narrative. She thinks its ok because she only used some phrases/sentences directly from her source, rearranged words and/or used synonyms. They all earn zeros for their work.
6. Students C, D and F are all working together on a homework assignment. Since they are helping each other on the same thing, they think its ok to turn in work that has some of the exact same information. They all earn zeros for their work.
7. Students A and S work together on a semester project. Student A gives student S access to some of her information because they are helping each other. Student S changes/substitutes a few words from some of Student A's work, puts that information into her project and turns it in as her own. Both students earn zeros for their projects.

### **District Statement on Academic Integrity**

Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college. For further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

### **III. Study load & Study Groups**

The study of Marine Science is fun but can be demanding for some students. Keep up! Your daily homework assignment is to study notes, labs, and to read your texts. Expect to spend at least nine hours of reading and study outside of class each week. I suggest you find a study partner or form study groups with other lab members. (Groups with 4 people or less work best.) Meet regularly. Our SLC is across the hall (north) from our lab. I suggest you review and study the material before you meet with your group, then spend time in your group discussing topics you are having difficulty with and quiz each other over what you think you know. Remember, there is a big difference between understanding and knowing. Before you take any test you should have already tested yourself and be able to recall information, explain it and write it out accurately, not just recognize it.

**Students should take the name and phone number of several classmates early in the semester for study help or for an absence to review what was missed in class.**

**PREPARE BEFORE EACH CLASS AND STUDY AFTER EACH CLASS!**

#### IV. Attendance and Signing In

Your attendance in lecture and the labs is **required**. Excessive absence in either will result in a drop without notification to the student.

**LECTURE:** You will be dropped if you are absent for 3 lectures in a row or a total of 6 lecture absences in the term. If you must miss more than 2 lectures in a row, I strongly recommend you e-mail me about your situation.

**LAB:** You will be dropped for more than 3 absences in lab (all three field trips are LABS). For evening sections, missing **either lab** in a week counts as an absence for the entire week of lab. Even if you have a reasonable, verified excuse, you cannot be given credit for this course if you miss too much class, lecture or lab (as stated). **Students who stop attending class should not assume they will be dropped by the instructor.** It is the student's responsibility to withdraw from any course. Failure to officially withdraw will result in your name remaining on the roster leading to a grade of "F" for the course.

**LECTURE:** Near the beginning of the semester there will be an attendance sign-in sheet available near the entry of the lecture hall. As soon as you enter the lecture hall initial this sheet. Use all 3 initials. Do not add your name to the roster or scribble on the roster. Sign in each day you come to lecture **BEFORE** the official lecture hour begins. Habitually neglecting to initial the attendance sheet, regardless of **whether you are in class or not**, will result in dropping you for excessive absence. This attendance sheet will be picked up **on the hour** the lecture is scheduled to begin and will be replaced by a **tardy sheet**. If you are late, please sign the tardy sheet so I know you were not absent. Failure to sign the tardy sheet will result in a record of excessive absence and therefore a drop. **Three tardies translates as one absence.**

**DO NOT ASK TO SIGN THE REGULAR ATTENDANCE SHEET IF YOU HAVE FORGOTTEN** to do so on time. Instead, sign in on the tardy sheet. If your attendance is generally good, it won't matter. The attendance and tardy sheet not only lets me manage records but helps me advise you in your course progress, or, lack thereof.

**You must sign in and remain in class for each and every lecture for your attendance to be recorded. Signing in and leaving before lecture begins will count as 2 absences which can result in being dropped. Do not sign in for someone else on any sign-in roster! This will result in an absence for both students.**

**LAB:** Signing in for lab is a different process from lecture. An attendance sign-in sheet will be passed around in lab after each quiz. Evening sections sometimes sign as you come in to lab on Wednesdays. You (**no one else**) must initial the sign-in roster. If you are late to lab and miss signing the attendance sheet, ask me for the sign-in sheet before the end of that lab. Otherwise, you will probably be marked as absent. This could result in a drop for excessive absence. If you are more than 15 minutes late to lab, you will be counted as absent for that lab, even if you are allowed to stay and attend the remainder of the lab. If safety instructions have been given in the time before you arrive late, you will not be allowed to stay for that lab activity. **Leaving lab or a field trip early is also considered an absence. You must sign in for each and every lab.**

**NOTE: DO NOT LEAVE AND RETURN TO THE LAB DURING THE LAB INTRODUCTION OR LAB LECTURE. YOU WILL BE MARKED ABSENT WITHOUT NOTIFICATION. IF YOU HAVE VERIFIABLE SPECIAL CIRCUMSTANCES THAT DEMANDS FREQUENT BREAKS YOU MUST NOTIFY ME IN THE FIRST 2 WEEKS OF THE SEMESTER.**

*It greatly increases your chance of success to come to all class meetings prepared & on time.*

**Please be considerate of your classmates and myself by coming to lecture and lab on time. Chronic tardiness is rude and disruptive. If tardiness is excessive &/or disruptive, (determined at my discretion) you will be suspended from class.**

If you are absent from lecture or lab, please do not ask me or e-mail me with requests for information or questions like "I was absent last week, **did I miss anything important?**" Instead, check our schedule and outlines and consult a classmate. Ask a classmate what papers, if any, they received in class. Come to me in class only to ask specifically for those items you missed. **Students should take the name and phone number of several classmates early in the semester for this purpose and other unexpected situations in which a student may need information repeated.**

## V. Classroom Courtesy

### Disruptive Behavior

You have paid for and have made a major commitment to your education. It is important and expected that you also endeavor to extend common courtesies to your professors and your classmates while you are here. To that end, please do not **disrupt** our class. **Examples of disruptive behavior** would be:

Talking, whispering, singing or whistling during lecture,

Conspicuously or loudly walking in and out of the classroom or letting the door slam during a lecture,

Repeated or flagrant tardiness,

Vulgar language (as defined by this instructor),

Note-passing, or written notes for public consumption,

Ringing cell phone,

Clamorous, rude or loud noise or outbursts when the professor or other students are addressing the class,

Wearing inappropriate attire or wearing sunglasses indoors,

Excessive display of affection,

Or any behavior that is considered by the instructor to be rude or otherwise disruptive.

**DISRUPTIVE BEHAVIOR WILL RESULT IN: a directive to cease, change of seating or a directive to leave the classroom for the remainder of class with a recorded absence. Further disruptive behavior will result in suspension and finally a drop.**

### LECTURE HALL ETIQUETTE HIGHLIGHTS

**NO LAPTOPS or tablets during lecture or lab.**

**NO PHOTOGRAPHY WITH CELL PHONES OR TABLETS in class.**

**PLAN TO SIT QUIETLY FOR 75 MINUTES FOR EACH LECTURE. It is disruptive to habitually leave and return to a class during a lecture, including videos and the like. If you must leave during lecture, please do it quietly and GENTLY CLOSE THE DOOR. *There are no bathroom breaks during lecture.* If you have a **medical problem** that prevents you from sitting through lectures or exams, see me before the third week of class. You may be required to verify your condition with a letterhead note from your doctor.**

**TARDINESS:** If you must enter the classroom **late**, please do so **quietly** and take a seat **near the back** or **sides**

### **NO SMART PHONES**

**SILENCE CELL PHONES AND PUT THEM AWAY. Answering a cell phone in class, will result in a dismissal.** If there is an important reason why a phone must be on and/or out, inform me the day this circumstance occurs and put your phone on quiet mode if it must be on.

### **DO NOT TEXT IN MY CLASSROOM!**

**Consequences** for using smart phones or tablets for any purpose in class in order of occurrence:

1. Warning 2. Dismissal from that lecture 3. Two-day suspension from class for repeat offense. 4. Drop from the course. Sitting in the back area of the class does not exempt you from this rule. If you are not writing in a notebook on the desk or not looking to the front of the class I will assume you are distracted by a device in your lap or hand and will take steps to apply consequences.

### LAB ETIQUETTE: Same rules as for the lecture hall.

**Bathroom breaks: BREAKS ARE NOT ALLOWED DURING THE INTRODUCTORY PORTION OF THE LAB. You have a reasonable opportunity to take a break before coming to lab.** Come to lab prepared to sit quietly and comfortably for 90 minutes before the lab activity begins. If you need a break during **lab time** please do so during a lab activity when it will be the least disruptive to your partner, team or me, not during the first 90 minutes of lab. Know that we conduct an analysis of data at the end of every experiment lab. **Leaving the lab and returning before the lab activity begins constitutes an absence without notification to the student.**

**In general**, deliberate disregard for the welfare and integrity of fellow students or disregard for laboratory rules or any instructions given by the professor is prohibited. In the, hopefully unlikely, event that a student or students demonstrate any such lack of maturity as to ignore common courtesies or safety I will warn them immediately or **suspend** that student(s) from class, depending.



## VI. Texts and Materials (**ALL LISTED BOOKS AND MATERIALS ARE REQUIRED**)

A. **TEXT:** *Buy it at ROSS BOOKS!!* (it's \$70.00 used), much cheaper than listed retail. Morrissey & Sumich. *An Introduction to the Biology of Marine Life*. 10th ed. Jones and Bartlett Pub. An 8th or 9th ed. will work ok. Ask me for the reading assignments for these eds. Used, rented or e-books are fine.

**For resources pertaining to the text, visit:** <http://biology.jbpub.com/marine/>

B. **LAB MANUAL:** Gordon Dudley, Sumich, J. and Virginia Cass-Dudley. *Laboratory and Field Investigations in Marine Biology*. 10th ed. Jones and Bartlett Publishers.

**! It must be a NEW manual. Don't buy USED lab manuals!** Used lab manuals bought on-line or from the Grossmont College Bookstore are written in or have missing exercises & **ARE UNUSABLE**. So:

**Do not RENT a lab manual**

**Do not buy a USED lab manual**

**Do not buy an e-book lab manual**

**Do not SHARE a lab manual**

**Do not make COPIES of the exercises from a manual**

C. **LECTURE AND LAB GUIDE:** Dudley, V. *Life in The Sea Lecture and Lab Guides*. 2013-14. Blue cover with octopus. Sold only in the Grossmont College Bookstore.

\*For bonus semester project: A **camera** which may be shared if you don't have your own. Cell phone cameras generally work fine except for very small specimens.

\*Small **stapler** you bring to lecture and lab.

\*Correct DataLink **quiz and test forms**.

### Reference texts on reserve in the GC Library:

\*Morris, Abbott, and Haderlie, *Intertidal Invertebrates of California*  
-Helpful for the invertebrate photo essay project research.

\*Allen, R. *Common Intertidal Invertebrates of Southern California*. Peek Publications.  
-Use for the invertebrate photo essay project research.

\*Barnes, Robert D. *Invertebrate Zoology*. 3rd ed. W.B. Saunders Company.  
-Helpful for the unit on Invertebrates Exam 3.

\*There are several other helpful books and guides for our class in this section.

### Borrowed Identification Guides and Books

Any student who has not returned a borrowed guide or book checked out from me, by the last day of class, will have their grade withheld. Late returns on borrowed guides are deducted project points for each day overdue.

I keep all unclaimed student papers until the second week of the next semester. I will dispose of all student papers at that time.

## VII. Adds!

If you are given an add code, you **must** turn it in (the sooner the better) and officially add the course by the Friday of the second week of classes. You will not be enrolled in this course if you do not officially add it by the end of the second week. **I will not add anyone after the second week.** I do not check the on-line roster every day so I may not be aware that you have not officially added. If you have not added on time but are still attending past the second week, I will at some point inform you that I have become aware of this and you will be dismissed from the course. Again, if you have not officially enrolled by the deadline, **even if you have attended all class meetings, you will not be enrolled. No exceptions. See last page of this syllabus for other attendance Requirements for this course.**

**VIII. DATES TO REMEMBER:**

Last day to apply for a pass/no pass (credit/no credit grade): Feb. 27

Last day to drop: April 23

Final Exam: **Final: Mon. June 1 at 6:05 pm – 7:35pm. Do not arrive later than 6:05.**

**IX. Office Hours:**

**Mondays:** 11:00am - 12:30pm and 8:20pm – 9:00pm

**Tuesdays:** 3:30pm - 4:00pm

**Wednesdays:** 3:20 - 4:30pm and 8:20 – 9:00pm

**Thursdays:** 3:30 - 4:00pm

**Exceptions:**

For holidays, weekday field labs or field lab compensation weeks, office hours are:

M/W: Held at the T/Th time below on T/Th of that week.

M/W evening: 6:45 - 7:15pm. No office hours held on field compensation days when lecture does not meet.

T/Th: 12:15 - 1:00 or by appointment.

For Evening office hours, I may leave when the last student in the evening section leaves.

**X. Accommodations for Students with Disabilities:**

**For accommodations due to a disability, see me within the first two weeks of the semester.**

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services & Programs (DSP&S) **early in the term** (the first two weeks for Bio 105) so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in Building 58K or by phone at (619) 644-7112 (voice) or (619) 644-7119 (TTY for deaf).

***\*YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL INFORMATION IN THIS SYLLABUS WHETHER YOU READ IT OR NOT.***

**ATTENTION!**

**Any verbal requests made to me by a student about ANYTHING concerning this course must also be made to me in an e-mail within 48 hours of the verbal request to be given consideration. So, you need to email me for everything!**

**I can make no section changes for enrolled students until after the census date.**

## Statement of SLO use in this course

**Bio 105**  
**SLO (Student Learning Objectives)**
Student Learning Outcomes or SLOs.

SLOs are statements of assessable learning objectives.

Federal and state mandates, as reflected in new accreditation standards, require all instructors to create and assess SLOs for their classes. As we are in the beginning stages of developing this educational tool, the list of SLOs for this course includes only a few, but important, learning outcomes. The Academic Senate of Grossmont College has determined that the best way to communicate SLOs to students is via the course syllabus or a similar document given directly to students.

Five SLOs have been written for Bio 105 and are provided below. There are many more Bio105 SLOs that have not yet been formalized. These are just a sample. Please review the Lab Objectives and Lecture Exam outlines and exam study guides to become informed as to what you can expect to learn in this course.

Some or all the SLOs will be assessed during the semester. The number of students completing each SLO successfully will be recorded and compiled with other SLO data from across the campus, then passed onto the Grossmont College Administration and the Accreditation Commission.

## Some BIO 105 SLOs

Area    The student will be able to:

- |        |  |
|--------|--|
| Unit 1 | 1. Draw the two types of horizontal ocean gyres and describe how these rotational patterns affect submergence and upwelling and be able to depict the resulting nutrient levels. |
| Unit 2 | 2. Analyze and describe the role of organisms in a given marine food web and their response to a biologically magnified agent.   |
| Unit 3 | 3. Describe the advantages marine animals gain by living in the intertidal compared to living sub-tidally.   |
| Unit 4 | 4. Explain why there are no mouse-sized marine mammals.  |
| Lab    | 5. List and/or describe the steps used in the Scientific Method.   |

## **Attendance Requirements for Adding, Crashing and for Registered Students in the First 2 Weeks of Class**

**ANY STUDENT who does not attend the first day of class will fall to the bottom of the waitlist and will lose their seat to a student who is next on the waitlist and is attending.**

### **WAITLISTED STUDENTS - To remain eligible to add this course:**

If you are on the waitlist for this course you **must attend** and be on time for **ALL lectures** during the first 2 weeks to remain eligible to add the class. If there is room in lab you are also **required** to attend labs (see me for information on availability).

### **STUDENTS WHO ARE GIVEN ADD CODES - To remain in the course you must:**

If you are given an add code before the end of the second week of class, you **must continue to attend** and be on time for all lectures and labs for the remainder of the first 2 weeks to keep your seat. Failure to be on time for or attend any lecture or lab in the first 2 weeks can result in being dropped whether you have turned in your add code or not.

#### **Turn in your add code within 24 hours of receiving it, or sooner.**

Turning in your add code as soon as you receive it decreases the chance of a glitch in your being added. You **must** turn in your add code by the end of the second week of class to be enrolled in the class. Even if you have attended all class meetings, if you have not turned in your add code on time, you will not be enrolled. I do not sign late adds. No exceptions.

### **STUDENTS TRYING TO CRASH THIS COURSE:**

You can sign a crash list to add the course the first day your section meets. This will put you at the bottom of the waitlist. It will not matter in what order you sign the crash sheet as crashing students will be chosen at random if seats become available. All the same requirements for waitlisted students apply to crashers to keep your eligibility for adding the class. Be prepared to wait until the end of the second week of class to be informed of seat availability. If I can add you sooner I will. Sometimes I can, sometimes I can't.

### **REGISTERED STUDENTS:**

*Assuming you attend the first meeting of class, if you miss one lecture or one lab in the first week of class **you will drop to the bottom of the waitlist** and your seat given to someone else. Really!*

#### **Note:**

**The number of students who can be added to the class is limited by the room maximum in the laboratory.**

Professor Dudley