

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: BIOL 112

Course Title: General Biology Laboratory

KRSN: BIO 1012 – General Biology Laboratory for Non-Majors

(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Two (2)

Effective Date: FA 2015

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

Laboratory exercises, which reinforce the fundamental principles and processes of life taught in the lecture portion of biology, will be examined.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

COREQUISITES: BIOL 111 General Biology Lecture

**TEXTS**

The official list of textbooks and materials for this course is found on [myNeosho](http://www.neosho.edu/myNeosho).

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

## **GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

## **COURSE OUTCOMES/COMPETENCIES (as Required)**

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

Upon completion of this course, students will be able to demonstrate an understanding of the lecture topics through application of the following lab skills

1. Microscopy
2. Quantitative measurement skills incorporating the metric system
3. Analytical and statistical skills including presenting and/or interpreting graphs and tables
4. Experience with living organisms in the laboratory and/or field setting
5. Identification and proper use of laboratory equipment

## **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

1. Scientific method
2. Metric system and microscopy
3. Basic chemistry
4. Cell structures and functions
5. Mitosis and meiosis

6. Human genetics
7. The seedless plants
8. The seed plants
9. The Kingdoms Bacteria, Protista, and Fungi
10. Sponges, cnidaria, flatworms, and roundworms
11. Mollusks, annelids, and arthropods
12. The echinoderms and chordates

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

This is a two credit hour course consisting of three hours of laboratory per week. Evaluator measures may include daily work, examinations, quizzes, laboratory techniques, laboratory write-ups, investigations and a notebook. Laboratory examinations and procedures cannot be made up. The student must be present.

### **GRADING**

#### Grading Scale

- 90 - 100% A
- 80 – 89.9% B
- 70 – 79.9% C
- 60 – 69.9% D
- < 60% F

### **ASSESSMENT OF STUDENT GAIN**

Student mastery of competencies will be assessed during performance of laboratory skills in practical laboratory examinations, through completion of laboratory exercises, and a comprehensive laboratory final.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's

notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**