

Course ID:	Course Title:	Winter 2019
BIO 131	Introduction to the Cellular Basis of Life	Prerequisite: Biol 30
		Credits: 3

Class Information		Instructor Information		Important Dates	
Days:	Tues/Thurs	Instructor:	Dr. Matthew Morris, PhD	First day of classes:	Thu, Jan 3
Time:	9:45-11	Email:	Matthew.Morris@ambrose.edu	Last day to add/drop, or change to audit:	Sun, Jan 13
Room:	A2131	Phone:	403-410-2000 ext. 6932	Last day to request revised exam:	Mon, Mar 11
Lab/ Tutorial:	3 hrs/wk	Office:	A2158	Last day to withdraw from course:	Fri, Mar 22
	Tuesdays 12:30-3:30 pm, A2151 (L-1) 4-7 pm A2151 (L-2)	Office Hours:	By appointment	Last day to apply for coursework extension:	Fri, Mar 29
Final Exam:	Friday, April 12 1-4 pm, Airhart			Last day of classes:	Fri, Apr 5

Course Description

This course will cover the fundamental principles of cellular biology including organelle structure and function, metabolism, genetics, cell division, protein synthesis, and molecular biology of eukaryotic cells. It will examine the basic principles of biological systems, including the biology and function of viruses and bacteria. This course consists of 3 hours of lectures per week, plus a 3-hour lab.

Students cannot take both BIO 105 and BIO 131 or BIO 133 for credit in one degree.

Expected Learning Outcomes

It is the aim of the course that students acquire the following skills:

1. Students will gain a greater understanding of fundamental biological principles and be able to apply these principles to biological problems and questions.
2. Students will be able to discuss the evolutionary history, biological diversity and modern relationships between prokaryotes and eukaryotes, as well as cellular function and DNA technology
3. Students will learn laboratory techniques essential to research in biology-related fields.
4. Students will collaborate with peers to design and carry out research and be able to present this in written and oral formats.

Textbooks

Campbell Biology, Second Canadian Edition. Reece, Urry, Cain, Wasserman, Minorsky, Jackson, Rawle, Durnford, Moyes, Scott, Walde; Pearson Publishing, 2018

Course Schedule

Date	Topic	Text Chapters
Jan 3	Introduction to scientific method	1
Jan 8	Chemical context of life	2, 3
Jan 10	Macromolecules	4, 5
Jan 15	Parts of a cell	6
Jan 17	Cell membrane	7
Jan 22	Metabolism	8
Jan 24	PROGRAM DAY, NO CLASS	
Jan 29	Cellular respiration	9
Jan 31	Photosynthesis	10
Feb 5	Cell communication	11
Feb 7	Midterm I	
Feb 12	Mitosis and the cell cycle	12
Feb 14	Meiosis	13
Feb 19	READING BREAK	
Feb 21	READING BREAK	
Feb 26	Mendelian genetics	14
Feb 28	Mendel extended	15
March 5	DNA	16
March 7	DNA replication	16
March 12	Transcription and Translation	17
March 14	Mutation	17
March 19	Regulation of gene expression	18
March 21	Midterm II	
March 26	Viruses	19
March 28	Immune response	43
April 2	DNA technology	20
April 4	Review	

Laboratory Schedule

Attendance at the laboratory sessions is **COMPULSORY**. Any lab missed without a valid excuse cannot be made up. A valid excuse (such as illness, death in the family etc.) must be validated by written proof from a doctor or counselor. Lab coats are required. Labs will begin the week of January 8th. Laboratory topics covered will enhance course material.

The lab portion of this course will consist of a series of activities intended to complement the lecture component and explore the science process. See more in the attendance policy below.

Date	Lab	Due dates	Percentage of Mark
Jan 8	Measurement and error in science	January 8	1
Jan 15	Microscopy; plant and animal cell structure	January 22	2
Jan 22	Cell membrane; Scientific method	January 29	1
Jan 29	Diffusion and osmosis	February 5	2
Feb 5	Enzyme catalysis	February 12	2
Feb 12	Fermentation	February 26	2
Feb 19	READING BREAK		
Feb 26	Rate of cellular respiration	March 5	2
March 5	Rate of photosynthesis	March 12	2
March 12	Mitosis; timing of stages	March 19	2
March 19	DNA extraction	March 26	2
March 26	Transcription, translation	April 2	2
April 2	Review		

Requirements:

The lecture portion of the course will be evaluated with two in-class midterm exams (20% each) plus a final exam (worth 40%). The lab portion of this course will consist of 11 assignments and lab reports worth a total of 20% of your grade. Case studies and inquiry-based learning will be used in the lab - student participation is expected in the form of discussion and presentation.

The midterms and final exam will be a combination of multiple choice questions, as well as short and long answer questions. While most questions will be based on lecture material, the textbook reading will absolutely help in the understanding of this material.

Assignments will be handed in at the start of lab time. There will be a 10% deduction in grade per day that an assignment or lab report is handed in late, or a 5% deduction per day if the instructor receives notice ahead of time. No assignments or lab reports will be accepted past one week late. If there are extenuating circumstances resulting in the lateness, please contact the lab instructor.

Assignments will not be submitted electronically. They can be handwritten or typed and printed. All graphs or tables, including titles (for tables) or captions (for figures) must be created on the computer and printed for submission.

Any assignments without a name will receive a grade of 0. All group assignments are to be submitted as a single copy with all group member names clearly written on the first page. Any group members not named on the submission will receive a grade of 0.

Group work submissions are assumed to be the equal work of all group members. Single submissions must be the work exclusively of the named individual; see plagiarism policies below.

Attendance:

While attendance at lectures is not mandatory, it will help ensure success on course exams and assignments. Attendance at laboratory sessions is mandatory. Lab reports will not be accepted unless the lab has been attended or exceptions have been made with the instructor. **No more than three labs can be missed; any number beyond that will result in automatic failure of the course.**

Grade Summary:

Midterms – 40% (20% each)

Final – 40%

Labs – 20%

The available letters for course grades are as follows:

Grad	Percent	Grade Point Value	Description
A+	96-100	4.00	Outstanding
A	92-96	4.00	Excellent - superior performance, showing comprehensive understanding of subject matter.
A-	88-92	3.70	
B+	83-88	3.30	
B	78-83	3.00	Good-clearly above average performance with knowledge of subject matter generally complete.
B-	73-78	2.70	
C+	68-73	2.30	
C	64-68	2.00	Satisfactory – basic understanding of the subject matter. Grade point average below 2.00 is not sufficient for promotion.
C-	60-64	1.70	Minimum grade required if needed as a prerequisite course
D+	55-60	1.30	
D	50-55	1.00	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
F	<50	0	Fail – unsatisfactory performance or failure to meet course requirements.

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Plagiarism policy

See below for Ambrose's statement defining plagiarism and outlining its consequences. In brief, it is your responsibility as a citizen of Ambrose to be aware of the policies of Ambrose and abide by them. Ignorance is no excuse. Plagiarism will not be tolerated.

Examples of plagiarism include, but are not limited, to:

1. Copying an assignment from someone else and submitting it as your own work.
2. Working with a friend and writing down identical answers, whether you understand the content or not.
3. Quoting directly from a source without supplying quotation marks or a citation.
4. Quoting directly from a source without supplying quotation marks, even if it is referenced.
5. Quoting nearly word-for-word from a source, changing only the occasional word, even if it is referenced.
6. Submitting an assignment in which >30% of the content is properly quoted and cited; that is, at least 70% of the words in an assignment need to be your own. A general rule of thumb: for every line quoted, there should be three lines of your own material.
7. Submitting the same or similar assignment for more than one class, or more than one iteration of the same class.
8. Not citing illustrations used in a paper.

A tutorial explaining some of the above can be found at:

<http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>

Penalties for plagiarism

For a first offense in any one of my classes, a zero on the assignment with no chance of rewriting it, and a note in your academic file.

For a second offense in any one of my classes, a zero in the class, and a notice on your transcript.

For a third offense in any one of my classes, recommendation for expulsion from the university.

Note that Ambrose has an appeal process in place if you feel that allegations of plagiarism were unfounded.

Note that my record of a student's past plagiarism does not reset with each semester or class.

Classroom Etiquette:

It is expected that students will take an active role in the learning process. This includes: (a) regular class attendance, (b) reading course material in advance of class, and (c) engaging in discussions during class.

In respect to the professor and to your fellow students, we ask that you:

- a) Turn your phone off during class and that you don't use it for texting during lecture or lab
- b) Not have conversations with the people beside your during lecture – it is very distracting to the people around you
- c) Use your laptops for lecture material and assignments only – that you are not using the internet or facebook during class time.
- d) Arrive to lecture and lab on time
- e) Don't come to class or lab with your ipod or equivalent.

These will help to maximize the learning experience for you and your fellow students (and will keep your professor in a good mood). Failure to abide by these policies could result in the professor asking you to leave the classroom.

Email and Personal Etiquette:

Emails are a formal means of communicating with the course or lab instructor. As such, they should begin with “Dear Dr. _____”. They should be courteous and respectful.

Aggressive, foul, or disrespectful language, whether in person or over email, will not be tolerated and could result in disciplinary action taken by the university.

Do not expect responses on evenings or weekends. Do not expect to have questions pertaining to assignments or exams answered on the day that the assignment is due or the exam is to be written.

Ambrose University Academic Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a

laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.