

BISC 220 (General Biology: Cell Biology and Physiology), Summer 2019

A. General Course Description and Policies

Catalog Description

Biological Sciences 220L – General Biology: Cell Biology and Physiology

In-depth survey of key topics related to advances in our knowledge of cellular biology and physiology; cell composition/metabolism; gene action; organism structure and function. (Duplicates credit in BISC 110L, BISC 111L, and BISC 221L.) *Recommended preparation:* high school chemistry; BISC 120L or BISC 121L.

Instructor

Bruce Yazejian HNB B20 Phone 213-740-2220 yazejian@usc.edu

Office hours: by appointment

Laboratory Manager

Gorjana Bezmalinovic, ZHS 362, bezmalin@usc.edu, Phone/Fax 213-740-6078

Office hours: Open door policy

Textbooks

Campbell Biology, by Reece et al., 11th edition, 2017.

N.B. – Although the 11th edition is the official textbook for the class, it is not substantially different from the 10th edition. Students interested in saving money may opt for the older version. However, such students should consult the newer version to transpose the reading assignments and check for differences. A few copies of the 11th edition will be placed in Bio-space (ZHS 360A).

SUMMER 2019 BISC 220 General Biology Laboratory Manual. Available on Blackboard.

Website <https://blackboard.usc.edu/>

All course materials, information, recordings, announcements, and grades will be posted on Blackboard until Commencement Day. Blackboard is to be used only for appropriate, course-related activities. Use for other purposes will result in disciplinary action.

Lectures

TuWThF 10:00-12:05

All lectures will be given in HNB 100.

Laboratory (See Part B below for the complete laboratory syllabus)

The lab portion of the course is held on Tuesdays/Thursdays from 1:00 – 3:50 pm in ZHS 369.

The laboratory is an integral and essential component of the course, intended to give you hands-on experience with the processes, tissues, and concepts discussed in the lecture part of the class, and to deepen your understanding of the scientific literature and science as a process.

The purposes, policies, and procedures of the laboratory are fully explained in Part B of this syllabus.

Performance in the laboratory will account for one-third of each student's grade. The laboratory grade will be based on lab quizzes, lab reports, lab exam, lab participation, completeness of the lab manual, a group presentation on a classic scientific paper, and discussion of other students' presentations. See the Grading Table below for point values of each of these components.

Lecture Exams

Lecture exam questions will be all multiple choice.

Online Quizzes

Five lecture quizzes (each worth 8 points) will be administered online via Blackboard. The quizzes will be posted by 2:00 pm on Fridays and must be completed by 9:00 am the following Monday. The first quiz will be posted on May 17. Questions will cover the previous week's material. Answers to quiz questions will be posted at the end of each quiz period.

Grading

	Item	Pts Each	Number	Total	Portion Totals
Lecture	Lecture Exams	150	4	600	Lecture = 640
	Online quizzes	8	5	40	
Lab	Lab Exam	102	1	102	Lab = 360
	Lab Reports	40	2	80	
	Lab Quizzes	4	10	40	
	Peer Review	10	1	10	
	Pre-lab/homework Assignments	6	4	24	
	Identification of Unknowns	8	1	8	
	Lab Participation	2	10	20	
	Lab Manual	2	10	20	
	Classic Literature Presentation	50	1	50	
	Discussion of Other Presentations	6	1	6	
					Course total =1000

After each lecture exam, an advisory curve will be posted to help students gauge their standing in the class. Final grades will be determined according to a curve. Points will only be given for the items listed above. No extra credit will be given.

Impairments Affecting Your Performance

Students occasionally encounter difficulties that affect their academic performance, such as illness, accidents, bereavement, depression, anxiety, learning disabilities, and other problems. If you encounter such difficulties, please bring them to the attention of one of the instructors.

We can refer you to sources of help and may be able to offer accommodations. All such discussions will be confidential. Please seek help as soon as you feel your performance is being affected. Specific policies regarding exams are explained in the next section.

Exam Policies

If you feel an error was made in the grading of an exam question, you may submit the question for a re-grade according to the following procedure. First, prepare a written statement explaining why your answer deserves more credit, using the Regrade Request Form available on Blackboard. Second, submit this statement and your entire original exam to your Teaching Assistant within one week of when the exam was returned to you. *The entire answer will be re-graded, not just the part you think deserves more credit. In addition, the instructors will review the grading of the entire exam to check for errors in grading. Your grade may go up or down as a result of this re-examination.* Be aware that we usually make copies of corrected exams before we return them, to ensure that students do not alter their answers before submitting them for a re-grade. Altering an answer is considered a serious violation of academic integrity. Please see the section on Academic Integrity (below) for additional information.

No make-up exams will be given.

You may be excused from an exam in the event of a documented illness, emergency, or other serious problem beyond your control. *No other excuses for missing exams will be accepted.* If you miss an exam or quiz for a legitimate reason, and wish to ask for an accommodation, you should proceed as follows. Within 48 hours of the start of the missed exam, email to the Lab Manager a request that you be excused. In the case of illness, this request must include either an official letter from your doctor stating that you were too sick to take the exam, or your doctor's name and contact information with permission for us to contact the doctor for a limited discussion of your condition. Note that neither you nor the doctor need to tell us the nature of your illness. If you see a doctor at the *USC Engemann Student Health Center*, sending us a summary of your visit would be acceptable. If you miss an exam for non-illness related reasons, you must provide similarly convincing documentation of the emergency to the Lab Manager within a week. If we judge your excuse to be valid, we will give you a grade for the missed exam equal to the average of your grades (curved scores) for the equivalent exams that you did take. Except in extraordinary circumstances, we will make accommodations for only one missed lecture exam. If your excuse is judged not to be valid, or you do not provide it within the allotted time, you will receive a score of zero for the missed exam.

Academic Integrity

Our university depends on honesty, integrity, and ethical behavior among its members. Among other things, students' ethical behavior includes respecting the intellectual property of others, submitting individual work unless otherwise directed by the instructor, protecting one's own academic work from misuse by others, and avoiding the use of another's work as one's own.

We have reliable, time-tested methods for detecting cheating, plagiarism, and other violations of academic integrity. *Please note that sanctions for violations are severe.* This is necessary to protect the integrity of grades and the academic process. The minimum sanction is usually an F for the course. Suspension or expulsion from the university is also possible in egregious cases or for repeat offenses.

Resources on academic integrity standards, policies, and expectations:

1. Trojan Integrity Guide: <http://www.usc.edu/student-affairs/SJACS/forms/tio.pdf>
2. Guide for Avoiding Plagiarism: <http://www.usc.edu/student-affairs/SJACS/forms/tig.pdf>
3. Overview of Academic Integrity: <http://www.usc.edu/student-affairs/SJACS/forms/AcademicIntegrityOverview.pdf>
4. Tutorial on Academic Integrity: http://www.usc.edu/libraries/about/reference/tutorials/academic_integrity/index.php
5. SCampus (University Governance, paragraph 11): <http://web-app.usc.edu/scampus/1100-behavior-violating-university-standards-and-appropriate-sanctions/>
6. Scientific Misconduct: <http://policy.usc.edu/scientific-misconduct/>

Other Conduct Issues

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* (<http://equity.usc.edu/>) or to the *Department of Public Safety* (<http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>). Call DPS at 213-740-4321 if you need immediate assistance or to report a crime. Reporting such incidents is important for the safety of the whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The *Center for Women and Men* (<http://www.usc.edu/student-affairs/cwm/>) provides 24/7 confidential support, and the Sexual Assault Resource Center webpage (<http://sarc.usc.edu>) describes reporting options and other resources.

Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with the *Office of Disability Services and Programs* (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP and should be delivered to the Lab Manager early in the semester, preferably by **May 20, 2019**. If a student's approved accommodation is limited to extra time on examinations, the teaching staff of BISC 220 will provide the accommodation. For any other accommodation, such as a private room, reader, scribe, etc., students must make arrangements with the DSP office at least 2 weeks before the exam date. For more information, you can visit the DSP office in GFS 120 (8:30-

5:00, M-F), call at 213-740-0776, email at ability@usc.edu, or go to their website:
http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html.

Lecture schedule:

Day	Lecture		Chapter Readings
Wed	May 15	1 Introduction, Biomolecules, Water	1-5
Thu	May 16	2 The Cell	6
Fri	May 17	3 Cell Membranes	7
Tue	May 21	4 Cell Communication	11
Wed	May 22	5 Metabolism part 1 of 2	8
Thu	May 23	EXAM 1	
Fri	May 24	6 Metabolism part 2 of 2	8,9
Tue	May 28	7 Photosynthesis	10
Wed	May 29	8 Cell Cycle	12
Thu	May 30	9 Mitosis	12
Fri	May 31	10 Meiosis	13
Tue	June 4	EXAM 2	
Wed	June 5	11 Cardiovascular system	42.1-42.4
Thu	June 6	12 Respiration	42.5-42.7
Fri	June 7	13 Immune System	43
Tue	June 11	14 Fluid and electrolyte balance	44
Wed	June 12	EXAM 3	
Thu	June 13	15 Endocrine system	45
Fri	June 14	16 Reproduction	46
Tue	June 18	17 Nervous system	48
Wed	June 19	18 Nervous system	49
Thu	June 20	19 Motor system	50.5
Fri	June 21	EXAM 4	

B. Laboratory Syllabus

Lab Manager: Gorjana Bezmalinovic

ZHS 362

Tel/Fax: 213-740-6078

E-mail: bezmalin@usc.edu

Office hours: Open door policy

Laboratory Schedule:

LAB	DAY	TOPIC	CHAPTER
1	May 16	Lab Safety & Macromolecules*	1 & 2
2	May 21	Macromolecules**/Scientific Investigation*	3
3	May 23	Enzymes*	4
4	May 28	Cell Membranes & Transport	5
5	May 30	Photosynthesis* (Lab Report 1 due)	6
6	June 4	Fermentation*	7
7	June 6	DNA and Restriction Enzymes*	8
8	June 11	The Cardiovascular System	9
9	June 13	Blood and Blood Typing (Lab Report 2 due)	10
	June 18	Classic Literature Presentations	
10	June 20	The Nervous System	11
	June 25	LAB EXAM	

* Exercise for which 5-7 pages, type-written lab report is required.

* Exercise for which there is a homework/pre-lab assignment.

** Identifying the unknowns (Exercise #3 from *Macromolecules* chapter)

The Lab Manager reserves the right to make some adjustments to the lab syllabus during the semester.

REQUIRED TEXTBOOK

SUMMER 2019 BISC 220 General Biology Laboratory Manual. PDF will be **posted on Blackboard** and chapter printouts must be brought to lab each week.

LABORATORY POINT DISTRIBUTION

The laboratory portion (**360 points**) will count for **36%** of your final course grade, distributed as follows:

Lab Quizzes (10 – 4 points each)	40 pts
Homework (4 – 6 points each)	24 pts
Identifying the Unknowns (Macromolecules, Exercise #3)	8 pts
Lab Report (2 – 40 points each)	80 pts
Lab Report 1 Peer review	10 pts
Lab Exam	102 pts
Classic Literature Presentation	56 pts
Lab Manual (2 points per chapter)	20 pts
Lab Participation (2 points per lab)	20 pts

LABORATORY PERFORMANCE GUIDELINES

You are required to attend all lab sessions. Any unexcused absences will seriously affect your evaluation and lab participation points. Come to lab on time. You are also to remain for the entire lab session or until excused by your instructor. **DO NOT** make any other appointments for the time you are scheduled to be in lab.

You are required to wear closed toe shoes, long pants and a knee-length lab coat. Goggles will be provided in lab. Before you begin the lab exercise, make sure that you remove all unnecessary materials from your work area. At the end of the lab session, clean and return all supplies to their proper place, clean your work area, and slide your chair under the table. Check with your instructor before leaving.

NO EATING OR DRINKING IS ALLOWED IN THE LABORATORY UNDER ANY CIRCUMSTANCES.

PRE-LAB QUIZZES

Each student will take a **Blackboard pre-lab quiz** prior to coming to lab each week. Quizzes will consist of multiple choice questions. Questions will test your knowledge of the material you will be covering that week in lab.

LAB MANUAL

During each lab students need to record their results (drawings, observations, calculations) in their lab manual. Tables need to be filled and all post-lab questions answered. Each student is required to show his/her Lab Instructor the lab manual before leaving the lab and obtain their signature. Lab manuals will be checked periodically throughout the semester.

HOMEWORK/PRE-LAB ASSIGNMENTS

During the semester you will have four homework assignments, based on the data you obtain in your lab experiments. Assignments are explained in the lab manual and more information can be found on Bb.

LAB REPORTS

Two lab reports will be written during the semester. Lab reports must be posted on Blackboard (*Lab Reports turnitin* link) and a hard copy turned in at the beginning of the lab session. Lab report guidelines will be posted on Bb (<https://blackboard.usc.edu/>) in the beginning of the semester.

FIRST LAB REPORT PEER REVIEW

Each student will review one of their lab-mates' lab reports. Instructions will be posted on Blackboard once the semester starts.

CLASSIC LITERATURE PRESENTATIONS

The last two lab meetings of the semester are reserved for PowerPoint presentations on classic papers from the cell biology/physiology literature and their relation to modern papers. The goals of this assignment are to give you a greater appreciation of the scientific literature and science as a process, as well as to work and communicate collaboratively with fellow students.

Briefly, groups of 3 students will pick one classic paper from a list of several dozen papers that will be provided. All these papers are widely recognized as having had a major impact on the evolution of our understanding of cell biology or physiology. Each group must then find a recent paper (published within the past 5 years) that directly follows from the classic paper. In the PowerPoint presentation, groups must explain the findings in the classic and modern paper, explain the connection between the two papers, discuss the significance of both studies, and suggest some follow-up experiments that should be done.

Complete and detailed instructions for this assignment will be presented during the first lab meeting and can be found in the document "*Classic Literature Presentation and Participation*" posted on Blackboard.

Credit will be assigned to each group based on the clarity of their presentation, understanding of the material, fulfillment of all aspects of the assignment, and their abilities to lead a discussion on the topic and to answer questions. Credit will also be given to non-presenting students based on their participation in discussing the presentations of others.

LAB EXAM

The cumulative lab exam will test your comprehension of the topics, concepts and exercises covered during the semester. Emphasis will be on application and analysis.

MISSED LAB EXAM

It is your responsibility to be present on the days of the lab exams. If you miss a lab exam due to a serious illness, you must present a valid excuse to the Lab Manager Gorjana Bezmalinovic (bezmalin@usc.edu) **within 48 hours** of the missed exam. A valid excuse is considered to be an official note from your doctor. Note that neither you, nor your doctor, need to tell us the nature of your illness; we just want to verify whether you were too ill to take the exam. If you miss an exam for non-illness related reasons, you must provide similarly convincing documentation of the emergency to the Lab Manager. If we judge your excuse to be valid, you will be allowed to take the lab exam in another lab section that week. If you do not have a valid excuse or fail to provide it within the allotted time, you will receive zero points for the missed lab exam.

MISSED LABS

If you miss a scheduled lab exercise **due to illness or emergency**, please contact the **Lab Manager** to see whether it will be possible to make up the exercise by attending an alternative lab section. For logistical reasons, it will not be possible to make up a missed lab exercise after Friday afternoon of the week in question. Therefore, students with labs scheduled on Fridays will have little or no alternative should they miss lab unexpectedly. Only a few requests for alternative labs can be accommodated, because few sections have available space. Therefore, it is very important for you to attend your scheduled lab section.

Students who wish to miss a lab for observance of a religious holy day should be aware of the University's policy on such absences, published at: <https://orl.usc.edu/life/calendar/absences/>. Requests for such absences should be made by email addressed to the Lab Manager at least 2 weeks in advance of the absence. If the absence is approved, the instructors will determine a reasonable accommodation for the student.

Student-athletes who must miss occasional labs for legitimate reasons should bring or email the SAAS excuse letter to the Lab Manager at least 2 weeks in advance so alternatives can be arranged. Please note that no lab make-ups will be allowed during the week prior to a holiday, spring break and for school-unrelated activities.

LAB SCORES

You can find scores for all of your lab assignments on Blackboard: <https://blackboard.usc.edu>. Your lab scores will be posted under your LAB SECTION. Be sure to check for additional postings on a regular basis. It is the student's responsibility to immediately notify his/her Lab Instructor or Lab Manager in the event of any mistakes, so please check your Blackboard scores weekly.

LAB SCORE NORMALIZATION

The lab scores will be normalized at the end of the semester by the Lab Manager to correct for differences in grading between Lab Instructors. In this procedure, the mean total score of all students in each Lab Instructor's lab section is compared to the mean total score of the entire class and each student's score is adjusted.