

## BISC 220 (General Biology: Cell Biology and Physiology), Fall 2020

### A. Lecture Schedule

Lecture	Date	Day	Topic	Campbell Biology, 11 <sup>th</sup> Ed
1	Aug 18	Tu	Course Introduction; Cells 1	Ch 6
2	Aug 20	Th	Cells 2	Ch 6
3	Aug 25	Tu	Cell Membranes	Ch 7
4	Aug 27	Th	Cell Communication 1	Ch 11
5	Sep 1	Tu	Cell Communication 2	Ch 11
6	Sep 3	Th	Metabolism 1*	Ch 8
7	Sep 8	Tu	Metabolism 2	Ch 8, 9
8	Sep 10	Th	<i>Exam 1 (lectures 1-7)</i>	-----
9	Sep 15	Tu	Metabolism 3	Ch 9
10	Sep 17	Th	Photosynthesis	Ch 10
11	Sep 22	Tu	Cell Cycle; Mitosis	Ch 12
12	Sep 24	Th	Cardiovascular System 1	Ch 42.1 - 42.4
13	Sep 29	Tu	Cardiovascular System 2	Ch 42.1 - 42.4
14	Oct 1	Th	Respiration 1**	Ch 42.5 - 42.7
15	Oct 6	Tu	<i>Exam 2 (lectures 8-14)</i>	-----
16	Oct 8	Th	Respiration 2	Ch 42.5 - 42.7
17	Oct 13	Tu	Immunity 1	Ch 43
18	Oct 15	Th	Fluid and Electrolyte Balance 1	Ch 44
19	Oct 20	Tu	Fluid and Electrolyte Balance 2	Ch 44
20	Oct 22	Th	Endocrine System 1	Ch 45
21	Oct 27	Tu	<i>Exam 3 (lectures 15-20)</i>	-----
22	Oct 29	Th	Endocrine System 2	Ch 45, 46
23	Nov 3	Tu	Neuronal Signals 1	Ch 48
24	Nov 5	Th	Neuronal Signals 2 ***	Ch 48
25	Nov 10	Tu	Motor System 1	Ch 50.5
26	Nov 12	Th	Motor System 2	Ch 50.5
	<b>TBD</b>	<b>X</b>	<b>EXAM 4, <i>time</i> (lectures 21-26)</b>	

\* Friday, September 4 is the last day to drop without a "W" and with tuition refund.

\*\* Friday, October 2 is the last day to drop without a "W" on transcript only and without tuition refund.

\*\*\* Friday, November 6 is the last day to drop with a mark of "W".

### B. General Course Description and Policies

#### Catalog Description

Biological Sciences 220Lg – General Biology: Cell Biology and Physiology (4 units)

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. *Recommended preparation:* high school chemistry; BISC 120Lg or BISC 121Lg. Duplicates credit in BISC 110L, BISC 111L, and BISC 221L.

## Instructor

Shirin Birjandi

[birjandi@usc.edu](mailto:birjandi@usc.edu)

To meet with Dr. Birjandi (via Zoom):

- Q&A Sessions will be held once weekly to discuss course material (see below).
- Office hours for discussion of confidential matters will be held by appointment.

## Laboratory Manager

Gorjana Bezmalinovic, ZHS 362, [bezmalin@usc.edu](mailto:bezmalin@usc.edu), Phone/Fax 213-740-6078

Office hours: Zoom 'chat' available upon email request

## Laboratory Instructors

Dr. Nancy Castro

## Textbooks

- *Campbell Biology*, by Reece et al., 11<sup>th</sup> edition, 2016.  
N.B. – Although the 11<sup>th</sup> edition is the official textbook for the class, it is not substantially different from the 10<sup>th</sup> edition, or the newest 12<sup>th</sup> edition. Students interested in saving money may opt for the older version.
- *BISC 220 Laboratory Manual (chapters posted on Blackboard)*

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

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

## Lectures

- Lectures will be given via live (synchronous) Zoom sessions on Tuesdays and Thursdays, 6:30-7:50 pm PDT. The sessions will start with students' video and audio muted, but students can turn on their cameras and audio at any time they wish. Questions during lecture are encouraged. Video and audio recordings of lectures will be posted on Blackboard the same day.
- We do not recommend these recordings as a substitute for regular participation in the live lectures. They are best used for filling gaps in your notes, reviewing difficult material, and as a substitute for the occasional missed lecture. *It would be a serious mistake to use the recordings as an excuse to procrastinate. Given the breadth and depth of the material, you must not fall behind. Keep up with the lecture schedule!*

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

- The lab portion of the course will be offered on Thursday 11:00 am-1:50 pm, Thursday 2:00-4:50 pm, Thursday 5:00-7:50 pm, Friday 8:00-10:50 am, Friday 11:00 am-1:50 pm, and Friday 2:00-4:50.
- The laboratory is an integral and essential component of the course, intended to give you 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 C of this syllabus and in the Laboratory Manual.
- Performance in the laboratory will account for one-third of each student's grade. The laboratory grade will be based on lab practical exams, lab reports, lab quizzes, 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

- Times and coverage of lecture exams are as follows. All times are PDT.  
Exam 1: Thursday, Sep 10, 9:30 - 10:30 am, covering lectures 1-7  
Exam 2: Tuesday, Oct 6, 9:30 - 10:30 am, covering lectures 8-14  
Exam 3: Tuesday, Oct 27, 9:30 - 10:30 am, covering lectures 15-20  
Exam 4: **TBD**, covering lectures 21-26
- Lecture exams will be given via Blackboard and will consist entirely of multiple choice and true/false questions. Only lecture subjects will be covered; laboratory subjects will be covered on separate lab exams and assignments. Lecture exams will be “open-book.” You may consult your textbook, notes, and online sources during the exam. You may not, however, consult or collaborate with other individuals. Please note: *Exam questions will not ask for rote repetition of information that can be easily memorized or looked up. Rather, questions will require you to use the lecture information to solve novel problems (see comments on quizzes below). The number and nature of the questions, and the 60-minute time limit, will preclude looking up many answers. Be prepared!*
- If a *substantial* difference between the exam time and a student’s local time makes it impossible to take exams at the scheduled time, an alternative, later time on the same day may be arranged. Any student who feels they have such a conflict should present their case to Dr. Birjandi via email at least 1 week prior to the exam.

### **Instructor-Led Exam Reviews**

- For all 4 lecture exams, Dr. Birjandi will hold an online review session via Zoom just before the exam. Dates and times of these review sessions will be announced. Exam reviews will be recorded and archived.

### **Twice Weekly Question & Answer Sessions**

- Dr. Birjandi will host live Q&A sessions once a week via Zoom, at times to be announced. All Q&A sessions will be recorded and posted on Blackboard. For best results, however, we recommend that you attend Q&A sessions in person. A link to the Q&A recordings will be posted on Blackboard.
- *Please attend as many Q&A sessions as you can, even if you have never done so before. Don’t feel pressure to ask “good” questions, or any questions at all. Just listening is fine, as is asking straightforward questions like “Can you re-explain...,” or “I just don’t understand...”. These are also great opportunities to get to know your instructor better. Besides answering questions, advice may be given on studying, time management, preparing for medical school and other graduate/professional programs, research opportunities, etc. Frequent attendance at Q&A sessions is one of several factors that favor boosting your grade in borderline cases (see Grading, below).*

### **Instructor Office Hours**

Please contact the instructor directly for individual office hour appointments via Zoom. Office hours are intended for discussion of individual, confidential matters such as grades. Course subject matter and other public issues should be discussed in Q&A sessions so all students can benefit from the interchange.

### **Lecture Quizzes**

- A small percentage of the overall grade will be based on 13 quizzes, administered online via Blackboard. The quizzes will be posted by 1:00 pm each Friday beginning August 21 and continuing through November 12. Quizzes must be completed by 9:00 am the following Monday (Wednesday for Quiz 3 – see table below). For each quiz, questions will cover the previous week’s material. Answers to most quiz questions will be revealed and discussed in the Q&A session following the Monday deadline or anytime thereafter. Quiz results that are particularly pertinent to our teaching and learning goals

may be discussed in class during the first lecture after the deadline. Prior to each lecture exam, all preceding quiz answers will be posted.

- Here is the quiz schedule:

Quiz Number	Posted by 1 pm on Friday	Deadline 9 am on ...
1	Aug 21	Monday, Aug 24
2	Aug 28	Monday, Aug 31
3	Sep 4	Wednesday, Sep 9*
4	Sep 11	Monday, Sep 14
5	Sep 18	Monday, Sep 21
6	Sep 25	Monday, Sep 28
7	Oct 2	Monday, Oct 5
8	Oct 9	Monday, Oct 12
9	Oct 16	Monday, Oct 19
10	Oct 23	Monday, Oct 26
11	Oct 30	Monday, Nov 2
12	Nov 6	Monday, Nov 9
13	Nov 13	Monday, Nov 16

*\*Note that the deadline is extended for quiz 3.*

- Our intention is to make these lecture quizzes challenging, to help you prepare for the more point-heavy lecture exams. *Being able to look up answers and memorize is only the first step. To do well in this course, you must also be able to apply your knowledge to solve novel problems.* The quizzes are designed to give you low-stakes practice at this and thus gauge your level of preparation for exams.
- *This approach will only work, however, if you take the quizzes seriously and responsibly.* You may consult your textbook and any other printed or electronic material. You may also discuss the quiz questions with fellow students, if those discussions focus on understanding the underlying principles. You should not simply share or reveal your answers to other students, for several reasons. First, you will not know until after the deadline whether your answer is correct. Second, you will deprive that student of a learning opportunity. Third, you will diminish your own chances for a better grade by broadcasting your hard-won answers. The quizzes will require a disproportionately large amount of effort – on our part to craft challenging questions, and on your part to discern and understand the correct answers. It is likely that students who cheat by merely copying other students' quiz answers will pay a price on exam days. Please don't be one of those students.
- In recent years, most students came to see the quizzes as one of the most challenging parts of the course, but also one of the most valuable. If you take the quizzes seriously, we think you will come to the same conclusion.

### Grading

- All grades will be posted on Blackboard. Points associated with the lecture (exam scores, online quiz points) will be posted on the Blackboard site for the lecture. Points associated with the lab (lab practical exams, lab reports, quizzes, participation and lab manual, presentation, discussion of other presentations) will be posted on the Blackboard site for the laboratory. We will try diligently to maintain these Blackboard gradebooks accurately, but mistakes may occur. Please check your scores often and notify your Lab Instructor or the Lab Manager as soon as possible if you notice errors.
- 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. Any score within 10 points of the next highest grade will be considered a borderline grade. In such cases, instructors will consider whether to add up to 10 points to increase the grade to the next step. These points will be awarded based on a subjective

evaluation of factors such as participation in the laboratory, attendance at Q&A sessions, effort, achievement relative to abilities, background, record of improvement, and other mitigating circumstances.

- If necessary, laboratory scores will be adjusted to correct for differences in grading between Laboratory Instructors.
- Points will only be given for the items listed below. No extra credit will be given.

	Item	Pts Each	Number	Total	Portion Totals
<b>Lecture</b>	Lecture Exams	150	4	600	Lecture = 639 pts
	Online Quizzes	3	13	39	
<b>Lab</b>	Lab Exam	100	1	100	Lab = 361 pts
	Lab Report	40	1	40	
	Peer-review	10	1	10	
	Pre-lab Simulations	12	10	120	
	Homework/post-lab assignments	-	4	46	
	Scientific Reading	1	15	15	
	Disease Presentation	30	1	30	
					Course total = 1000 pts

### 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 contact one of the support services listed below, or bring them to the attention of one of the instructors. We may be able to offer accommodations. All such discussions will be confidential. Please seek help as soon as you feel your performance or well-being is affected.

### Support Services

- Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents as soon as possible. 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. A list of offices to which one can report such incidents, as well as sources of support for other issues, follows.
- Student Health Counseling Services (213) 740-7711 – on call 24/7 [engemannshc.usc.edu/counseling](http://engemannshc.usc.edu/counseling)  
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.
- National Suicide Prevention Lifeline (800) 273-8255 – on call 24/7 [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)  
Free and confidential emotional support to people in suicidal crisis or emotional distress.
- Relationship & Sexual Violence Prevention Services (213) 740-4900 – on call 24/7 [engemannshc.usc.edu/rsvp](http://engemannshc.usc.edu/rsvp)  
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.
- Office of Equity and Diversity - Title IX (213) 740-5086 [equity.usc.edu](http://equity.usc.edu), [titleix.usc.edu](http://titleix.usc.edu)  
Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital

status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

- Bias Assessment Response and Support (213) 740-2421 [studentaffairs.usc.edu/bias-assessment-response-support](https://studentaffairs.usc.edu/bias-assessment-response-support) Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.
- Office of Disability Services and Programs (213) 740-0776 [dsp.usc.edu](https://dsp.usc.edu) Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs. Please see section below entitled “Students with Disabilities” for important course-specific information.
- USC Support and Advocacy (213) 821-4710 [studentaffairs.usc.edu/ssa](https://studentaffairs.usc.edu/ssa) Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.
- Diversity at USC (213) 740-2101 [diversity.usc.edu](https://diversity.usc.edu) Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.
- USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – on call 24/7 [dsp.usc.edu](https://dsp.usc.edu), [emergency.usc.edu](https://emergency.usc.edu) Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.
- USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call [dsp.usc.edu](https://dsp.usc.edu) Non-emergency assistance or information.

### 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 to your Laboratory Instructor 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 tell us the nature of your illness. 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 “curved” average of your grades 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.

- If you miss Exam 4 and you provide a convincing, well-documented excuse to the Lab Manager within 48 hours of the start of the scheduled exam time, a course grade of Incomplete (IN) will be assigned. It will be your responsibility to contact the instructors to arrange for a make-up version of Exam 4 so that a final grade can be assigned. You will have a year to complete the requirements for removal of the IN. After this, your grade will change to an IX (Lapsed Incomplete), which counts as an F in the GPA. If you miss Exam 4 and do not submit a valid excuse, a course grade will be calculated based on your other scores and a zero for Exam 4.
- Each student must take Exam 4 at the designated time, according to the regular final examinations schedule. Keep this in mind as you plan your studying for this and other courses during the final exam period. Do not make travel plans that conflict with your designated Exam 4 time.

### Supplemental Instruction

- We strongly recommend that students participate actively in the peer-led Supplemental Instruction program (<http://dornsife.usc.edu/supplemental-instruction/>). The SI leaders will hold regular study sessions beginning in the second week of classes. They will also conduct review sessions before each exam. Further information about the SI program as well as schedules and weekly worksheets can be found at <http://www.usc.edu/si>.
- The Supplemental Instruction Leader for BISC 220 will be Samuel Jump. He may be contacted at [bisc220sileaders@gmail.com](mailto:bisc220sileaders@gmail.com). The schedules for SI sessions and exam reviews will be posted at [www.dornsife.usc.edu/session-schedules](http://www.dornsife.usc.edu/session-schedules). SI leaders are selected for the high grades they earned in assigned courses and for their overall academic strength, success in advanced biological studies, and superior communication skills. We highly recommend them as sources of academic and pre-professional advice.

### 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.
- Here is a partial list of actual violations that have been perpetrated by BISC 220 students in recent years. The numbers in parentheses refer to relevant paragraphs in the University Governance section of SCampus (see resource 5 in the list below). *Most of these students received grades of F and were reported to the Office of Student Judicial Affairs and Community Standards.*
  1. Copying answers from other students during lecture or lab exams. (11.13)
  2. Submitting lab reports containing substantial portions plagiarized from other students. (11.11, 11.12)
  3. Use of Blackboard resources for commercial gain (11.19)
  4. Selling class notes and material downloaded from Blackboard to a web-based company that re-sells such material. (11.12B)
  5. Re-submission of a lab report written by the same student in an earlier semester. (11.16)

6. Altering answers on a graded exam and submitting the altered exam for re-grading. (11.13B)
  7. Continuing to write answers on an exam after time has been called. (11.21)
  8. Unauthorized use of personal electronic devices, e.g., smartphones, during exams. (11.13)
  9. Students using multiple clickers to gain participation points for non-attending students. (11.18)
- All of these offenses were considered serious and resulted in disciplinary action. Do not do them!
- Resources on academic integrity standards, policies, and expectations:
    1. Trojan Integrity: A Guide to Understanding and Avoiding Academic Dishonesty: <https://sjacs.usc.edu/files/2015/03/tio.pdf>
    2. Trojan Integrity: A Guide for Avoiding Plagiarism: [https://dornsife.usc.edu/assets/sites/903/docs/Trojan\\_Integrity\\_-\\_Guide\\_to\\_Avoiding\\_Plagiarism.pdf](https://dornsife.usc.edu/assets/sites/903/docs/Trojan_Integrity_-_Guide_to_Avoiding_Plagiarism.pdf)
    3. Overview of Academic Integrity: <https://sjacs.usc.edu/files/2015/11/Academic-Integrity-sheet-2013.pdf>
    4. Tutorials on Academic Integrity: <https://libraries.usc.edu/research/reference-tutorials>
    5. SCampus (see especially sections 11, 13, 15 and Appendix A): <https://policy.usc.edu/student/scampus/>
    6. Scientific Misconduct: <http://policy.usc.edu/scientific-misconduct/>

### 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, at least three weeks before Exam 1. 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](mailto:ability@usc.edu), or go to their website: [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html).

### Policies Concerning Student-Athletes

Student-athletes may not be penalized when University-sanctioned competitions conflict with course activities or examinations. When a class will be missed for a sanctioned competition, it is the student-athlete's responsibility to approach the instructor in advance. The student-athlete must provide the instructor with a letter from Denise Kwok, Director of *Student-Athlete Academic Services* (SAAS) <https://saas.usc.edu/academic-support-services/travel/excused-absence-letter/>. The letter must certify that the competition is a University-sponsored event that deserves accommodation. Accommodations will not be made for other types of conflicting events. Details on the University's policy can be found at: [https://www.provost.usc.edu/ocaaa\\_guidelines/](https://www.provost.usc.edu/ocaaa_guidelines/). Arrangements for the accommodation must be agreed upon in advance of the event. If multiple team members will be absent, each must make an individual arrangement with the instructor. If an assignment is due on the date when class is missed, the instructor may require that it be turned in before the missed class or at the first class meeting after the student returns. If a test has been scheduled for the date when class is missed, the instructor may arrange with SAAS to have the test administered by an academically qualified proctor (not a coach) during the trip. Alternatively, the instructor may agree to pro-rate the exam score, i.e., substitute the missing exam score with a score based on the average of the student's scores for the other exams compared to the class average for those exams.

### Email Communication

To ensure privacy, only students' USC accounts (*usc.edu* domain name) can be used for email communications regarding confidential matters. Other email accounts cannot be used. Students are responsible for understanding the content of official messages that instructors send to their USC

accounts. Therefore, each student must check their USC email regularly and make sure their account is not over quota, so new messages can be received.

### Emergency Preparedness / Course Continuity

If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* (<http://emergency.usc.edu/> or 213-740-9233) will provide information related to safety and course continuity. We expect that instruction will be continued by means of Blackboard, teleconferencing, and other technologies. Alternative assignments may be given if classes are canceled for prolonged periods. If you have not already done so, please register with TrojansAlert (<https://trojansalert.usc.edu/>) to facilitate communication during emergencies.

### Students Who Are Repeating the Class

The faculty and staff of this course are dedicated to helping you succeed academically. If you are repeating this class because you had to withdraw, earned an unsatisfactory grade, or need to remove a mark of IN (Incomplete) from a previous semester, please take advantage of all the help we have to offer. You should try to attend every lecture, review the material promptly, complete all online and lab assignments to the best of your ability, prepare early for exams, and be ready to change your approach if initial results are not satisfactory. Above all, manage your time to maximize your academic and personal success. Please identify yourself and seek help from the instructors, the Lab Manager, and your SI Leader. We are here to help!

## C. Laboratory Syllabus

### Laboratory Schedule:

Lab #	Date	Laboratory
1	Aug 20 & 21	Lab Safety & Pipetting
2	Aug 27 & 28	Introduction to Food Macromolecules
3	Sep 3 & 4	Experimental Design / Scientific Reading
4	Sep 10 & 11	Cell Membrane and Transport
5	Sep 17 & 18	Cellular Respiration
6	Sep 24 & 25	Pigment Extraction*
7	Oct 1 & 2	Cardiovascular Function During Exercise*
8	Oct 8 & 9	Antibodies
9	Oct 15 & 16	Renal Physiology (lab report due)
10	Oct 22 & 23	Endocrinology (peer review due)
11	Oct 29 & 30	Action Potential
	Nov 5 & 6	Lab Exam
	Nov 12 & 13	Disease Presentation

Some minor changes might occur during the semester.

\* Exercise for which 5-7 pages, typed lab report is required.

\* Exercise for which there is a homework assignment.

## LABORATORY POINT DISTRIBUTION

The laboratory portion (**361 points**) will count for **~36%** of your final course grade, distributed as follows:

- Lab activities (virtual labs) – 120 pts (12 x 10)
- Homework/post-labs – 46 pts
- Scientific Reading – 15 pts
- Lab Report – 40 pts
- Lab Report Peer Review – 10 pts
- Disease Presentation – 30 pts
- Lab Exam – 100 pts

## LAB SCORES

Scores for all the lab assignments will be posted on Blackboard – <https://blackboard.usc.edu/>, under your **LAB SECTION**. It is the student's responsibility to immediately notify their Lab Instructor or Lab Manager in the event of any mistakes, so please check your Blackboard scores weekly.

## LABORATORY ATTENDANCE

You are required to attend your Lab Instructor's '**Zoom lab sessions**' during the scheduled lab time. Those who cannot be present due to time zone constraints will be excused and will be able to watch the recordings. It is a student's responsibility to follow up with their Lab Instructor if they have any questions related to specific virtual lab activities.

## LABSTER VIRTUAL LABS

You will be required to do virtual lab simulations. You will be asked questions throughout the virtual lab activities and your scores will be transferred to Blackboard (Bb) after you complete each lab.

## HOMEWORK / POST-LAB ASSIGNMENTS

You will have several homework/post-lab assignments, based on the material you learned in the lab, or data obtained in your lab experiments. Assignments will be posted on Bb.

## LAB REPORT

After one of the lab activities you will have to write a scientific lab report. Lab report guidelines will be posted on Bb in the beginning of the semester. Lab report will be submitted on Blackboard through the [turnitin link](#).

## DISEASE PRESENTATION

This assignment will be done in pairs. You will have to prepare a presentation about a specific disease and share it with your labmates through Zoom. Detailed guidelines will be posted on Bb.

## LAB EXAM

The cumulative lab exam will test your understanding of the topics, concepts and activities covered during the entire semester. This 90-minute test will be administered on Bb. It will consist of multiple-choice questions, T/F, fill in the blanks, matching and short answers.

It is your responsibility to take the lab exam during the scheduled exam time.

- If you miss a lab exam due to a serious illness, you must present a valid excuse to the Lab Manager ([bezmalin@usc.edu](mailto:bezmalin@usc.edu)) **within 24 hours** of the missed exam. A valid excuse is considered to be an official note from your doctor, or the summary of your visit from the USC Student Health Center. 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 within 24 hours. If we judge your excuse to be valid, you will be allowed to take the make-up lab exam. If you do not have a valid excuse or fail to provide it within the allotted time, you will receive a zero.
- Students who miss a lab exam due to the observance of a religious holy day should be aware of the University's policy on such absences, published at: <http://orl.usc.edu/religiouslife/holydays/absences.html>. Requests for such absences should be made by email addressed to the Lab Manager ([bezmalin@usc.edu](mailto:bezmalin@usc.edu)) at least 2 weeks in advance of the absence. If the absence is approved, the student will be allowed to take the make-up lab exam.
- Student-athletes who will have to miss the lab exam due to a previously scheduled NCAA competition should bring the SAAS excuse letter to the Lab Manager at least 2 weeks in advance so alternatives can be arranged.

#### 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/TAs.

#### STUDENTS WITH DISABILITIES

Students requesting academic accommodations based on a disability are 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. Be sure to email the accommodations letter (PDF) to the Laboratory Manager as early in the semester as possible, [preferably by Sep 4, 2020](#). DSP is located in GFS 120 and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Their telephone number is 213-740-0776. If a student's approved accommodation is limited to extra time on exams, the teaching staff of BISC 120 will provide the accommodation. For any other accommodation, such as a private room, reader or a scribe, students must make prior arrangements with the DSP office 2 weeks before the exam date. For more information please visit the following website: [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html).

#### CHANGING A LAB SECTION

During the first three weeks of classes you can change your lab section by dropping your current section and adding your new choice through *USC Web registration System*. You can switch into a new lab section only if it is open (if it has less than 20 students). If a lab section is currently closed you must wait until other students drop before you can switch into that section. No changes are allowed after the third week of classes. You are responsible for taking a screenshot of your scores from Blackboard **before** changing sections and emailing it to your lab manager so your scores can be transferred to the new section.

#### SOME DATES TO REMEMBER

Aug 17	First day of Fall semester classes
Sep 4	Last day to register, add classes, and drop without a mark of "W" with tuition refund
Sep 7	Labor Day, University Holiday
Oct 2	Last day to drop without a mark of "W", on transcript only, without tuition refund
Nov 6	Last day to drop with a mark of "W"
Nov 13	Last day of Fall semester classes
Nov 14-16	Study days
Nov XX	Lecture Exam 4, <b>Time</b>

#### FINAL THOUGHTS

- Please forgive the length and detail of this syllabus. In a class like ours, with so many graded assignments and with grades so important to our students' academic and career goals, we feel it is important for everyone to know exactly what to expect.
- Rules and disclaimers aside, we hope that you will enjoy our mutual exploration of cell biology and physiology. The mechanisms we will study are of fundamental importance in all living things, and highly relevant to the understanding of human health and disease. We instructors promise to apply our decades of experience in teaching and research, as well as some of the latest pedagogical techniques, to present an interesting and informative course, assign grades fairly, and prepare you well for future studies in biology.