



Post-Secondary Biology

Course Syllabus

2016-2017 School Year

Teacher: Mrs. Farina (melfar@hasdhawks.org)

Location: Room 45

Tutoring Hours: Before or after school by appointment or 8th period with a **pre-signed** pass

Course Description:

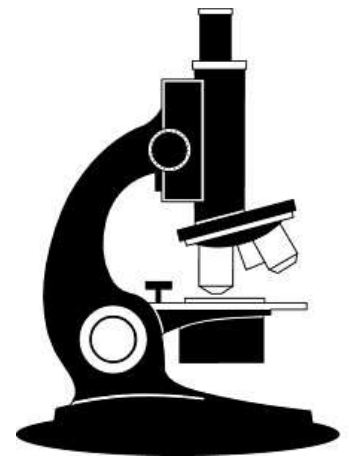
This course is designed to give you an introduction to Biology and its various concepts. Units consist of topics such as the scientific inquiry, biochemicals, cells and their processes, genetics, classification or organisms, microorganisms, plant characteristics, simple animals such as invertebrates and more complex animals such as vertebrates. There is a lab component to this class, in which laboratory experiments will be conducted, data will be analyzed, conclusions will be made, and formal lab reports will be written.

Course Outline:

- Scientific Inquiry & The Characteristics of Life
- Ecology
- Evolution
- Biochemistry
- Cell Structure & Function
- Mitosis & Meiosis
- DNA & Protein Synthesis
- Genetics & Biotechnology

Course Materials:

- **Textbook:** Holt *Biology* (2004) by Johnson & Raven
- Notebook –A **three-ring binder** is required to keep and organize handouts and to take notes. This should be brought with you to class every day.
- **Pencil** – This should be brought with you to class every day.
- Scientific or Graphing Calculator – recommended, but not required
- Color pencils, markers, and/or crayons – recommended, but not required



Policies and Procedures:

Classroom Expectations:

- **Be Respectful** to everyone and everything. You have to give respect to get respect.
- **Be Proud** of yourself, your accomplishments, your class, and your school.
- **Be Present and Prompt** You can't learn if you are not here.
- **Be Prepared** with all the proper materials (textbook, notebook/folder, assignments, pencil, etc.), as well as completing assignments on time.
- **Be Productive** Be willing to participate. Ask questions. Be a positive influence. Work to your ability.
- **Check your school email daily!** Emails will be sent for class/assignment updates. These emails may be sent to you when you're absent, because of early dismissals, snow days, assemblies, etc. You will be responsible for reading the entire email and following all instructions contained within.

- Cover your textbook.
- Keep a good, neat, comprehensive notebook. Develop good organizational and study habits.
- Sharpen pencils, get paper, and request lavatory privileges at the beginning of the period.
- Make up classwork, assignments, quizzes, and/or tests as soon as possible. (see absentee policy below)
- Be responsible for yourself and your actions.
- Be well rested and alert for class.
- Be considerate. Once class starts only talk or walk around when appropriate.
- Eating is only allowed in the café.
- Profane, obscene, or suggestive language and behavior will not be tolerated.
- Chronic disruptive behavior will not be tolerated. Everyone will enjoy a positive learning environment.
- There is not excuse for poor manners.
- Follow all verbal and written directions.
- Follow proper laboratory safety.
- Remain in your seats until I dismiss you. The bell only signals the end of class.
- Remember that I am always available to help you. Be sure to ask for it and seek it early.

Disciplinary Consequences:

- **First Offense** – Student will be given a warning by the teacher explaining the infraction and why such behavior is not appropriate. At this time student and teacher will complete the “Respect & Responsibility Behavioral Review” form per the school discipline code.
- **Second Offense** – An email will be sent home to a parent/guardian discussing the student’s infraction per the school discipline code.
- **Third Offense** – A discipline referral will be made to the high school office and the student will be assigned a one-hour detention per the school discipline code.
- **Fourth & Subsequent Offenses** – A discipline referral will be made to the high school office and the student will be assigned a two-hour detention per the school discipline code.

****Depending on the nature of the infraction, the teacher reserves the right to impose initial consequences at a higher level.***

****Should an infraction occur in a laboratory setting, the student will be sent back to his/her seat and receive a zero for the laboratory activity. Given a severe enough infraction, a visit to the principal’s office may be in order and/or possible removal from laboratory activities for a given amount of time possibly up to the remainder of the course.***

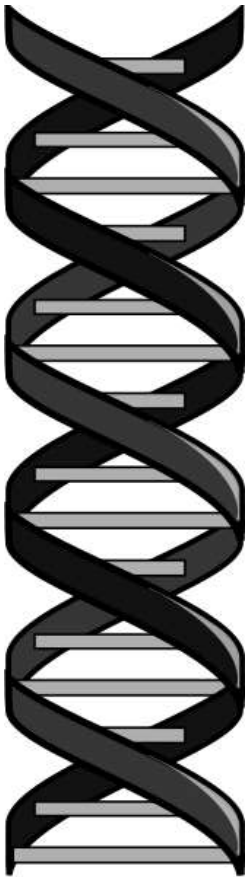
****For severe or repeat behavior, the teacher may request a parent/student/teacher conference to discuss the issue(s). If needed, a principal and/or guidance counselor may be asked to participate in the conference as well provide additional input on the student’s behavior.***

Absentee Policy:

If a student is absent, it is their responsibility to make-up any and all missed work.

- There is a binder located with their class bin that will include the daily agenda and homework, as well as any missed worksheets. The student is expected to consult this binder as soon as he/she returns to class.
- When possible, the teacher will email the absent student to outline what was missed in class, along with slides for notes and/or worksheets completed during class that day to allow the student to complete missed work prior to returning to class.
- Class notes should be obtained from a classmate.

- The student will be expected to take any announced quizzes the day he/she returns to class unless otherwise told by the teacher. It is the responsibility of the student to schedule time to make up these assessments.
- The student should consult with the teacher to schedule a time to make any missed tests. The student has one week to make-up the test unless otherwise told by the teacher. It is the responsibility of the student to schedule time to make up these assessments.
- The student is expected to make-up any missed laboratory activities. It is the responsibility of the student to schedule time to make up these activities.
- Any work due on the day of the absence is expected to be turned in on the day when he/she returns to class unless otherwise told by the teacher.



Grading:

The student will receive grades on various assignments throughout this course. Such assignments may include, but are not limited to:

- | | |
|-------------------------|-------------------|
| • Online Activities | • Homework |
| • Laboratory Activities | • Classwork |
| • Tests/Quizzes | • Notebook Checks |
| • Projects | • Participation |

Students will be responsible for reading each chapter, along with supplemental readings, carefully, and answer analysis questions covering the concepts in these readings. These readings will be assigned and are expected to be completed prior to discussing these topics in classes in order to allow students to actively engage in class discussion. Additional homework assignments will be assigned to reinforce lessons. Students should be working on assignments for this course each night.

Unit tests will be taken very seriously, and may cover more than one chapter at a time. Study guides will be provided, but studying should not be limited to the night before if a student wishes to perform above average.

Grade improvement opportunities will be provided throughout the course at the discretion of the teacher. Extra credit opportunities may be provided periodically, but will only be accepted if the entire assignment is completed and obvious effort has been demonstrated. In addition, students may complete test corrections, which can earn the student back half the points lost on the test. (Example: Student earns 50% on the original test, completes the test correction which earn him/her back 25% back resulting in the student scoring a 75% on the test.) It is the student's responsibility to schedule a time with the teacher to complete these as they must be completed with the teacher present.

Grades are calculated by a point system. Each grade is assigned a particular number of points. Your total number of points earned is divided by the total number of possible points.

Students are expected to hand any and all work in on time. Late work is **unacceptable**, however partial credit may be earned if the assignment is completed in full at the discretion of the teacher. Missing assignments will be indicated in Home Access Center as a blank score. These missing assignments will be calculated as a zero in the quarterly grade until the assignment is turned in. A mid-quarter and end-quarter grade sheet will be distributed to the student, highlighting missing assignments. At the time that this grade sheet is distributed, the student will have one additional week to turn in any missing assignments for half-credit earned on each assignment. After that week, the assignment's grade will become a zero in Home Access Center and will no longer be accepted for credit.

After reading the course syllabus, please fill out this following information. After, please detach this completed page and return to the teacher. Thank you!

I, _____ (student name - print) have read and understand the rules, procedures, and expectations that I must follow in this course. I also understand the consequences should I not comply with these expectations.

Student Signature

Class Period

Date

Parent Signature

Date

Day – _____

Evening – _____

Parent(s)/Guardian(s) Preferred Contact Phone Number

Parent(s)/Guardian(s) Email Address

E-Newsletters: *(please check if applicable)*

_____ I would like to receive an e-newsletter at the start of **each week**. This newsletter would contain a tentative schedule of topics/activities to be done in class, as well as tentative homework assignments.

Please list below any special accommodations (i.e. needing to seat in the front of the room to see, allergies, etc.) and/or any other information that the teacher should be aware of.