

COURSE SYLLABUS			
TERM: FALL 2019		COURSE NO: BIOL 214	
INSTRUCTOR:		COURSE TITLE: CELL BIOLOGY	
OFFICE:	LOCAL:	SECTION NO(S):	CREDITS: 4.0
E-MAIL:			
OFFICE HOURS:			

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Each week there are three hours of lab, three hours of class time, and an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/COREQUISITES

BIOL 111 (C-) and CHEM 200 as a pre- or co-requisite.

CALENDAR DESCRIPTION

This course is an integrated study of the structure and function of cells and their components. Ultrastructure of cell organelles as determined by electron microscopy will be related to the molecular functions of cells. Emphasis will also be placed on the techniques used to study cells, the evolutionary origin of cells and their components, and on comparisons between specialized cell structure and function. The laboratory exercises will use modern methods of microscopy and separation techniques in a detailed study of cell structures and their functions.

COURSE NOTES

BIOL 214 is an approved Quantitative/Analytical course for baccalaureate degrees.

BIOL 214 is an approved Science course.

BIOL 214 is an approved Laboratory Science course.

REQUIRED TEXTS AND/OR RESOURCES

Textbook: Hardin, Bertoni and Kleinsmith. *Becker's World of the Cell*. 9th ed. Pearson Benjamin Cummings, 2017.

Lab Manual: *Biology 214 Laboratory Manual, Capilano University*. Custom manuals will be uploaded onto Moodle.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Demonstrate knowledge of microscopic structure and function of cells.
- Perform techniques introduced in the laboratory.
- Explain the evolutionary origin of eukaryotic cells.
- Explain the molecular bases of the functions of specialized cells.
- Calculate solution concentrations and Nernst potentials.

- Calibrate and quantify subcellular parameters using an ocular micrometer.
- Operate analytical laboratory equipment such as microscopes, spectrophotometers and scales.
- Demonstrate understanding and proficiency as to preparing a standard curve and interpreting it.
- Demonstrate proficiency in preparing serial dilutions.

COURSE CONTENT

Topics for detailed discussion will be selected from the textbook chapters listed below.

Weeks	Topics	Chapters
1-2	Introduction <ul style="list-style-type: none"> • Overview of cells: prokaryotic and eukaryotic cells • Cell Chemistry: molecular components of cells • Macromolecules of the cell • Cell organelles (review) 	1-4
3-4	The Cell Membrane <ul style="list-style-type: none"> • Membrane structure and function; the plasma membrane; transport systems 	7, 8
5-7	Cell Organelles and Endomembrane Networks <ul style="list-style-type: none"> • Intracellular membrane systems: nucleus; endoplasmic reticulum; Golgi complex; secretion; intracellular vesicular transport and mechanisms; lysosomes and associated structures 	4, 12
8-9	Cell Signaling <ul style="list-style-type: none"> • Cell communication: signalling systems and signal transduction 	13, 14
10	Cell Motility and Junctions <ul style="list-style-type: none"> • The cytoskeleton: microtubules, intermediate filaments and microfilaments. Cell mobility and cell junctions 	15,16, 17 (parts)
11-13	<ul style="list-style-type: none"> • DNA replication and gene expression • Cell cycle 	18, 19, 21, 22, 23 (parts)
14-15	Final Exam Period	

EVALUATION PROFILE

Final grades for the course will be computed based on the following schedule:

Midterm Exam 1	20%
Midterm Exam 2	20%
Final Exam (comprehensive)	30%
Lab Exam 1	10%
Lab Exam 2	10%
Lab Report Write Up	5%
Participation and Assignments	5%
TOTAL	100%

A graded assessment will be returned to students prior to the withdrawal date.

In order to pass the course, students must receive at least 50% on both the lecture and laboratory portions of the course.

The participation grade will be based on attendance and completion of in-class and/or out-of-class assignments.

Specific dates and details regarding the Evaluation Component will be provided by the instructor.

GRADING PROFILE

A+ 90 - 100%	B+ 77 - 79%	C+ 67 - 69%	D 50 - 59%
A 85 - 89%	B 73 - 76%	C 63 - 66%	F 0 - 49%
A- 80 - 84%	B- 70 - 72%	C- 60 - 62%	

Students should refer to the University Calendar for the effect of the above grades on grade point average.

INCOMPLETE GRADES

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

LATE ASSIGNMENTS

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

MISSED EXAMS/QUIZZES/LABS, ETC.

Make-up work is given at the discretion of the instructor. Normally, a score of zero will be given for a missed exam, test, quiz, lab, etc. In certain exceptional situations, the student will be permitted to write a make-up test, defer the lab to a later date or to replace the score by other marks (see below). The date and timing of any make-up option is at the discretion of the instructor. It may not be possible to reschedule certain labs, tests or other activities.

A score of zero may be avoided when the student meets all of the following conditions:

1. Circumstances are beyond the control of the student which resulted in the exam, test, quiz, lab, etc. to be missed. Such circumstances include serious illness or injury or severe personal crises. They do not include forgetting about the test, lack of preparation for the test, or work-related or social obligations.
2. The student has notified the instructor (or the School of STEM office staff, if the instructor is not available) about the missed exam, test, quiz, lab, etc. Such notification must occur in advance or, at the latest, on the day of the exam, test, quiz, lab, etc.
3. Evidence of the circumstances may be requested. Proper medical documentation of illness or injury may be required from a doctor.
4. The student has been fully participating in the course up until the circumstances that prevented the writing of the exam, test, quiz, lab, etc. Fully participating means regularly attending labs and lectures and turning in assignments in the course.

FINAL EXAM PERIOD

Students should expect to write exams at any time during the final exam period. Individual exam times will not normally be rescheduled because of holidays, work, or other commitments. While efforts are made to spread exams throughout the exam period, an individual's particular course combination may result in exams being scheduled close together, or spread widely through the entire exam period.

ATTENDANCE

Students are expected to attend all classes and associated activities. If classes are missed, it is the student's responsibility to become aware of all information given in the lectures and laboratories, including times of examinations and assignment deadlines.

ENGLISH USAGE

Students are expected to use correct standard English in their written and oral assignments, exams, presentations and discussions. Failure to do so may result in reduced grades in any part of the Evaluation Profile.

ELECTRONIC DEVICES

Students may use electronic devices during class for note-taking, calculations and in-class research.

ON-LINE COMMUNICATION

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS:**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the CapU Mobile Safety App**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergency Procedures

Students are expected to familiarize themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS:**PROFESSIONALISM**

Students should be able to demonstrate a professional attitude and behaviour: reliability, respect for and cooperation with colleagues, willingness to work calmly and courteously, respect for equipment and systems, and constructive response to criticism. The use of cellphones for non-academic purposes during lecture and lab sessions is prohibited. Students using cell phones inappropriately could be asked to leave the lecture hall or laboratory room by the instructor.

LAB EXEMPTION POLICY FOR STUDENTS REPEATING COURSE

If a student repeating the course has received 65% or better for the laboratory component of the course within the past three terms, they may apply for exemption from the lab. Students must obtain an exemption form from the Biology Laboratory Convenor or from the Coordinator of Biology. The exemption form should be completed with appropriate signatures and returned to the Biology Laboratory Convenor within the first week of classes. If students are exempted, their previous lab mark will be carried over in calculating their final mark for the course in the current term.

TOOLS FOR SUCCESS

For success in this course, students are expected to attend all lectures and laboratory sessions; come prepared to address topics presented; pre-read laboratory exercises; and complete assigned text book readings. For every one hour of lecture material presented, students should expect to spend at least two hours reviewing material and engaging with the study tools provided.