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Local: 5007 (Dean's Secretary) | 1412 (Dean) 1345 (Dept. of Integrated Humanities and Sciences) 1408 (Dept. of Chemistry) 1115 (Chemistry Lab) | 1405 (Biology & Physics Lab)

### COURSE SYLLABUS

| DEPARTMENT           | : | Integrated Humanities and Sciences            |
|----------------------|---|---|
| COURSE CODE/TITLE    | : | <b>BIOL 110 - General Biology</b>             |
| NUMBER OF UNIT/S     | : | 3.0 units (2.0 units Lecture/ 1.0 Laboratory) |
| PRE-REQUISITE        | : | none  |
| ROOM                 | : |   |
| INSTRUCTOR/PROFESSOR | : |   |
| CONSULTATION TIME    | • |   |

### **COURSE DESCRIPTION:**

General Biology is a course designed to engage students to the fundamental concepts of the biological sciences, and its broad scope of subfields and disciplines. As this course aims to facilitate the mastery of theoretical perspectives of biology, each student is provided with appropriate learning strategies needed to integrate requisite topics for direct applied approaches.

In addition, exploration of the organization of life, from the molecular level through the higher levels of structure and function will enable students to appreciate the unity and diversity of all biological species as governed by evolution. Understanding the influencing interactions in Nature (inter- and intra- organisms) allows a broader recognition of man's stewardship in the environment as a whole.

### **LEARNING OUTCOMES:**

- LO1. Higher levels of comprehension;
- LO2. Proficiency in communication;
- LO3: Understanding of basic concepts across the domains of knowledge;
- LO4. Critical, analytical and creative thinking;
- LO5: Application of different analytical modes in tackling problems methodologically;

LO6: Capacity to reflect critically and shared concerns and think of innovative, creative solutions guided by ethical standards;

LO7: Excellence in the application of computing and information technology to assist and facilitate research;LO8: Ability to solve problems (including real world problems); and

LO9: Knowledge of basic work related skills.

## **LEARNING PLAN:**

| TOPICS   | INTENDED LEARNING OBJECTIVES  | TEACHING AND<br>LEARNING<br>ACTIVITIES   | METHOD OF<br>ASSESSMENT  |
|--|---|--|--|
| <ul> <li>I. Chemical and<br/>Cellular Basis of Life <ul> <li>A. Biology:</li> <li>B. The Science of life</li> <li>C. Chemical basis of life</li> <li>D. The nature of life</li> <li>E. Morphology and physiology of prokaryotic and eukaryotic cells;</li> <li>F. Transport mechanisms</li> <li>G. Cellular energy</li> <li>H. Cell division</li> </ul> </li> <li>II. Unity in Diversity <ul> <li>A. Evolution Taxonomy</li> </ul> </li> </ul> | Construct a hierarchy of biological organization, including levels characteristic of<br>individual organisms and levels characteristic of ecological system.<br>Integrate the relevance of chemistry in shaping the development of biology as a<br>discipline.<br>Describe the cell theory and relate it to the evolution of life.<br>Compare and contrast the general characteristics of prokaryotic and eukaryotic<br>cells and contrast plant and animal cells.<br>Describe the importance of biological membranes, their functions to facilitate<br>complex biological functions.<br>Discuss the historical development of evolutionary theory. | Gospel reading,<br>interactive lecture<br>discussion,<br>power point presentations<br>and video presentation | Major examination,<br>recitation, quizzes,<br>seatwork, assignment<br>and short-course paper |
|  | FIRST COMPREHENSIVE ASSESSMENT  |  |  |

| TOPICS                   | INTENDED LEARNING OBJECTIVES  | TEACHING AND<br>LEARNING<br>ACTIVITIES | METHOD OF<br>ASSESSMENT |
|--------------------------|---|--|-------------------------|
| III. Classification of   |   |  |                         |
| Lower Forms of           | Describe the relationship of this diverse group to plants and animals and identify        | Gospel reading,                        | Major examination,      |
| Organisms                | how they impact humans.   | interactive lecture                    | recitation, quizzes,    |
| A. Bacteria and          | Differentiate between sexual and asexual reproduction, understand the patterns of         | discussion,                            | seatwork, assignment    |
| viruses                  | inheritance and the complex interplay of heredity.  | power point presentations              | and short-course paper  |
| B. Protists              | Understand the relationship and evolution among the lower life forms.                     | and video presentation                 |                         |
| C. Fungi                 | Appreciate the significance of these organisms to human health and ecological importance. |  |                         |
| IV. Plant Structures and | Compare the generalized life cycle of plants, discuss the features that                   |  |                         |
| Functions                | distinguishes seedless plants to seed plants and the environmental adaptations            |  |                         |
| D Plant Organization     | made by plants  |  |                         |
| E. Vegetative Parts      | Comprehend how different organs are interrelated to other organs in performing            |  |                         |
| F Reproductive Parts     | specific bodily function ( <i>i.e.</i> skin, muscles and skeleton)                        |  |                         |
| G Plant growth and       | specific boung function (i.e. skin, muscles and skoleton).                                |  |                         |
| Development              |   |  |                         |
| Development              |   |  |                         |
| V. Animal Histology      |   |  |                         |
| VI. Organ Systems        |   |  |                         |
| Integumentary System     |   |  |                         |
| Muscular System          |   |  |                         |
| Skeletal System          |   |  |                         |
|                          |   |  |                         |
|                          | SECOND COMPREHENSIVE ASSESSMENT   | 1                                      |                         |

| TOPICS     INTENDED LEARNING OBJECTIVES     LEARNING       ASSESSMENT   |
|---|
| Respiratory System<br>Digestive System<br>Circulatory System<br>Excretory System<br>Endocrine System<br>Nervous System<br>Reproductive SystemComprehend how different organs are interrelated to other organs in performing<br>brain, testis and ovary).Gospel reading,<br>interactive lecture<br>discussion,<br>power point presentations<br>and video presentationMajor examination,<br>recitation, quizzes,<br>seatwork, assignmen<br>and short-course paper |
| VII. Genetics: Mendelian<br>and Genetic engineeringExplain Mendel's principles of how genes and chromosomes carry traits from<br>one generation to another and the application of technology to the advancement<br>of genetics.   |
| VIII. Ecology and levels<br>of interactionSummarize the concept of energy flow through the food web, elaborate the flow<br>of energy, biomass and the important environmental factors affecting the planet.   |
| IX. Ecosystems and<br>biosphere THIRD COMPREHENSIVE ASSESSMENT  |

## Laboratory

| TOPICS                       | INTENDED LEARNING OBJECTIVES  | TEACHING AND LEARNING ACTIVITIES  | METHOD OF<br>ASSESSMENT  |
|------------------------------|---|---|--|
| Basic Microscopy             | Be familiar with the parts of a compound<br>microscope and the functions of each.<br>Learn to properly focus the specimen under | Pre-lab (discussion and explanation of the procedure;<br>preparation of specimen & materials)   | Laboratory<br>Performance<br>Laboratory Work   |
|                              | different objectives and apply the use of different magnifications for observing specimens.                                     | Experimentation (identification of the different parts and<br>functions of the microscope; preparation of specimen on the<br>slide; observation of prepared slides)   | Sheets<br>Quiz (written and/or<br>practical)   |
|                              |   | Post-lab (analysis and discussion of the results)   |  |
| Calculation of specimen size | Properly calculate the measurement of a specimen using the principles of magnification and microscopy.                          | <ul> <li>Pre-lab (discussion and explanation of the procedure; preparation of specimen &amp; materials)</li> <li>Experimentation (identification of the different parts and functions of the microscope; preparation of specimen on the slide; observation of prepared slides)</li> </ul> | Laboratory<br>Performance<br>Laboratory Work<br>Sheets<br>Quiz (written and/or<br>practical) |
| Companies of along and       |   | Post-lab (analysis and discussion of the results)   | T also made ma   |
| animal cell                  | differences of plant and animal cells based on<br>size, shape, functions, and other sub cellular<br>components.                 | Pre-lab (discussion and explanation of the procedure;<br>preparation of specimen & materials)<br>Experimentation (identification of the different parts and<br>functions of the microscope; preparation of specimen on the  | Laboratory<br>Performance<br>Laboratory Work<br>Sheets<br>Quiz (written and/or               |
|                              |   | slide; observation of prepared slides)<br>Post-lab (analysis and discussion of the results)   | practical)   |

| Unicellular Organisms | Learn the criteria and rules that determine the | Pre-lab (discussion and explanation of the procedure;       | Laboratory           |
|-----------------------|---|---|----------------------|
|                       | classification of every organism on a           | preparation of specimen & materials)                        | Performance          |
|                       | taxonomical perspective.                        |   | Laboratory Work      |
|                       | Compare and contrast structural characteristics | Experimentation (identification of the different parts and  | Sheets               |
|                       | of each of the organisms.                       | functions of the microscope; preparation of specimen on the | Quiz (written and/or |
|                       | Identify the respective classification of the   | slide; observation of prepared slides)                      | practical)           |
|                       | observed specimens.                             |   |                      |
|                       |   | Post-lab (analysis and discussion of the results)           |                      |
|                       | FIRST COMPRE                                    | HENSIVE ASSESSMENT  |                      |

| TOPICS                 | INTENDED LEARNING OBJECTIVES                    | TEACHING AND LEARNING ACTIVITIES                            | METHOD OF<br>ASSESSMENT |
|------------------------|---|---|-------------------------|
| Plant external anatomy | Know the externally visible parts of plant.     | Pre-lab (discussion and explanation of the procedure;       | Laboratory              |
|                        | Identify the locations and functions of the     | preparation of specimen & materials)                        | Performance             |
|                        | structural parts of a plant.                    |   | Laboratory Work         |
|                        | Understand the difference between a compound    | Experimentation (identification of the different parts and  | Sheets                  |
|                        | and a simple leaf and several vegetative parts. | functions of the microscope; preparation of specimen on the | Quiz (written and/or    |
|                        |   | slide; observation of prepared slides)                      | practical)              |
|                        |   |   |                         |
|                        |   | Post-lab (analysis and discussion of the results)           |                         |
| Plant histology        | Understand the differences between the          | Pre-lab (discussion and explanation of the procedure;       | Laboratory              |
|                        | vegetative and structural anatomical parts of a | preparation of specimen & materials)                        | Performance             |
|                        | plant.  |   | Laboratory Work         |
|                        |   | Experimentation (identification of the different parts and  | Sheets                  |
|                        |   | functions of the microscope; preparation of specimen on the | Quiz (written and/or    |
|                        |   | slide; observation of prepared slides)                      | practical)              |
|                        |   |   |                         |
|                        |   | Post-lab (analysis and discussion of the results)           |                         |

| Animal histology                | Name the fundamental tissue types and the   | Pre-lab (discussion and explanation of the procedure;      | Laboratory           |  |
|---------------------------------|---|--|----------------------|--|
|                                 | different subcategories for each.   | preparation of specimen & materials)                       | Performance          |  |
|                                 | Identify the functions of these tissue types  |  | Laboratory Work      |  |
|                                 | based on structure and systems' classification.   | Experimentation (identification of the different parts and | Sheets               |  |
|                                 | Appropriately name the tissues from the functions of the microscope; preparation of specimen on |  | Quiz (written and/or |  |
|                                 | prepared specimens.   | slide; observation of prepared slides)                     | practical)           |  |
|                                 |   |  |                      |  |
|                                 |   | Post-lab (analysis and discussion of the results)          |                      |  |
| SECOND COMPREHENSIVE ASSESSMENT |   |  |                      |  |

| TOPICS                  | INTENDED LEARNING OBJECTIVES                      | TEACHING AND LEARNING ACTIVITIES                            | METHOD OF<br>ASSESSMENT |
|-------------------------|---|---|-------------------------|
| External anatomy of the | Identify the different external structures of the | Pre-lab (discussion and explanation of the procedure;       | Laboratory              |
| frog                    | frog.   | preparation of specimen & materials)                        | Performance             |
|                         | Be familiar with the different anatomical         |   | Laboratory Work         |
|                         | orientations, directional terms and               | Experimentation (identification of the different parts and  | Sheets                  |
|                         | terminologies used in dissection.                 | functions of the microscope; preparation of specimen on the | Quiz (written and/or    |
|                         |   | slide; observation of prepared slides)                      | practical)              |
|                         |   |   |                         |
|                         |   | Post-lab (analysis and discussion of the results)           |                         |
| Frog Musculoskeletal    | Identify the skeletal and muscular parts of a     | Pre-lab (discussion and explanation of the procedure;       | Laboratory              |
| system                  | frog and know the function of each.               | preparation of specimen & materials)                        | Performance             |
|                         | Relate the similarity of frog musculoskeletal     |   | Laboratory Work         |
|                         | system to the physiology of man.                  | Experimentation (identification of the different parts and  | Sheets                  |
|                         |   | functions of the microscope; preparation of specimen on the | Quiz (written and/or    |
|                         |   | slide; observation of prepared slides)                      | practical)              |
|                         |   | Post-lab (analysis and discussion of the results)           |                         |

| Internal organs of the frog    | Identify the structural parts of a frog from    | Pre-lab (discussion and explanation of the procedure;       | Laboratory           |  |
|--------------------------------|---|---|----------------------|--|
|                                | different internal systems (e.g. urogenital and | preparation of specimen & materials)                        | Performance          |  |
|                                | reproductive) and relate the similarities to    |   | Laboratory Work      |  |
|                                | human body systems.                             | Experimentation (identification of the different parts and  | Sheets               |  |
|                                |   | functions of the microscope; preparation of specimen on the | Quiz (written and/or |  |
|                                |   | slide; observation of prepared slides)                      | practical)           |  |
|                                |   |   |                      |  |
|                                |   | Post-lab (analysis and discussion of the results)           |                      |  |
| Nervous System                 |   | Brain and spinal cord extraction                            | Laboratory           |  |
|                                |   |   | Performance          |  |
|                                |   | Post-lab (analysis and discussion of the results)           | Laboratory Work      |  |
|                                |   |   | Sheets               |  |
|                                |   |   | Quiz (written and/or |  |
|                                |   |   | practical)           |  |
| Accomplishment of final        |   |   |                      |  |
| course output                  |   |   |                      |  |
| THIRD COMPREHENSIVE ASSESSMENT |   |   |                      |  |

# **REQUIREMENTS AND ASSESSMENTS**

| REQUIREMENTS                           | ASSESSMENTS   |
|--|---|
| Quiz notebook (lecture and laboratory) | Quizzes (pre-/-post, short, long and term)  |
| Laboratory gown                        | Oral examination (reporting, recitation and   |
| Laboratory module                      | Term examination (Major exam)   |
| Laboratory hygiene kit                 | Seatwork  |
| Laboratory safety kit                  | Homework  |
| PC (netbook, notebook, tablet PC)      | Skills-based performance examination  |
| Experiment-specific lab necessities*   | Written reports (Scientific journal critique, Project proposal, laboratory reports) |
|  |   |

#### FINAL COURSE OUTPUT:

#### Intervention-design coursework paper

Students are expected to select a particular, specific issue of medical or environmental, to individually assess, formulate potential course of action/intervention based from their learning on the topics and in context, presented in this course. The output can be of an inquiry-based approach that can be accomplished by a theoretically-designed experiment and can be performed upon the approval of their respective course instructor. Also, the use of appropriate solutions to address issues such as existing misconceptions, perceiving probable complications that can ultimately lead to the construction of an individual, community-oriented action confirmatory validates student preparedness to engage as in a more specialized scientific understanding or as a future health professional.

#### **RUBRIC FOR ASSESSMENT:**

| INDICATOR   | Advanced<br>5  | Proficient<br>4   | Approaching<br>Proficiency<br>3  | Developing<br>2  | Beginning<br>1  | Points |
|---|--|---|--|--|---|--------|
| Execute and apply<br>concepts, principles,<br>and theories of the<br>biology and the<br>processes of<br>scientific inquiry. | Comprehensively<br>follows the sequential<br>phases of the<br>scientific method in<br>constructing the<br>intervention<br>coursework. Presents<br>a detailed and clear<br>proposal Discusses<br>the concepts<br>thoroughly and<br>surpassing the | Evidently follows the<br>scientific method.<br>Presents an<br>organized<br>presentation of the<br>proposal. Clearly<br>states the focused<br>areas and applies the<br>concepts and<br>principle on the<br>proposal. | 3Clearly states the<br>scientific method.Observes the<br>concepts, theories<br>and principles but<br>lacks effectual<br>impact on the<br>coursework. | Clearly states the<br>scientific method<br>however, shows<br>inconsistency as well<br>as the coursework<br>loses basis on the<br>concepts, principles<br>and theories. | Fails to clearly state the scientific<br>method as coherence in the<br>coursework is not evident. |        |
|   | prescribed focus areas.  |   |  |  |   |        |

| Identify key priorities | Issues are clarified   | Issues are clarified   | Issues are stated as    | Issues are stated but  | Issues are poorly stated and        |
|-------------------------|------------------------|------------------------|-------------------------|------------------------|-------------------------------------|
| for improvement of      | and problems are       | and problems are       | well as problems but    | show no relevance to   | biological principles seem          |
| the issue currently     | relevantly addressed   | relatively addressed   | shows lose relevance    | biological principles. | inappropriate for the selection.    |
| discussed.              | based upon the         | based upon the         | to biological           | The student fails to   |                                     |
|                         | biological principles. | biological principles. | principles. The         | understand the         |                                     |
|                         | The student is able to | The student is able to | student is able to give | problem and            |                                     |
|                         | develop solutions and  | develop solutions      | solutions and           | probable solutions     |                                     |
|                         | strategies that are    | and strategies that    | strategies that are     | are not provided.      |                                     |
|                         | strongly feasible and  | are potentially        | schematically           |                        |                                     |
|                         | locally applicable.    | feasible though        | outlined but lacking    |                        |                                     |
|                         |                        | impertinently          | in applicability.       |                        |                                     |
|                         |                        | feasible.              |                         |                        |                                     |
| Demonstrate             | Strongly generates     | Generates              | Gathers data but        | Gathers outdated       | Fails to establish data collection. |
| decision-making         | plausible explanations | explanations from      | lacks interpretation    | data and shows little  |                                     |
| skills and responsible  | from the data gathered | the gathered data and  | that can be used for    | importance in          |                                     |
| behaviors in            | and identifies trends  | applies the observed   | solving the problem     | addressing the issue.  |                                     |
| personal, school, and   | and patterns           | trends for a specific  | at hand.                |                        |                                     |
| community contexts      | appropriate for a      | problem in the         |                         |                        |                                     |
|                         | community or in a      | community.             |                         |                        |                                     |
|                         | national level.        |                        |                         |                        |                                     |

## LEVELS OF ASSESSMENT:

## LECTURE

| FORM OF ASSESSMENT             | PERCENTAGE<br>WEIGHT |
|--------------------------------|----------------------|
| Major Exam                     | 50%                  |
| Long and short quizzes         | 30                   |
| • Assignments/Seatworks        | 10                   |
| Recitation/Class Participation | 10                   |
| OVERALL POINTS                 | 100%                 |

## LABORATORY

| FORM OF ASSESSMENT   | PERCENTAGE<br>WEIGHT |
|--|----------------------|
| Major Exam (Practical/Written)   | 40%                  |
| <ul> <li>Performance         <ul> <li>Individual</li> <li>Group</li> </ul> </li> <li>Quizzes</li> <li>Laboratory Activities</li> </ul> | 10<br>10<br>20<br>20 |
| OVERALL POINTS   | 100%                 |

### **COMPUTATION OF GRADES:**

Each form of assessment will be computed as follows:

ASSESSMENT SCORE = 
$$\frac{\text{RAW SCORE}}{\text{TOTAL SCORE}} \times 50 + 50$$

Term Grade will be computed as follows:

Term Grade: 60% Lecture Grade + 40% Laboratory Grade

At the end of the course, the final course grade will be computed as follows:

FINAL COURSE GRADE = 
$$\left(\frac{\text{PRELIM GRADE} + \text{MIDTERM GRADE} + \text{FINAL GRADE}}{3} \times 0.9\right) + (\text{FINAL COURSE OUTPUT SCORE} \times 0.1) = 100$$

### RUBRIC FOR ASSESSMENT OF INDIVIDUAL PERFORMANCE

| Indicator              | Advanced<br>5           | Proficient<br>4         | Approaching<br>Proficiency<br>3 | Developing<br>2            | Beginning<br>1          | Score |
|------------------------|-------------------------|-------------------------|---------------------------------|----------------------------|-------------------------|-------|
| A. Listens to the      | Listens attentively     | Doing other subject's   | Doing other subject's           | Doing other subject's      | Fails to listen to the  |       |
| instructor giving pre- | while the instructor is | requirement before      | requirement and is using        | requirement, is using      | instructor giving pre-  |       |
| lab discussions        | giving pre-lab          | listening to the        | gadget before taking            | gadget and talking to      | lab discussions.        |       |
|                        | discussions.            | instructions.           | time to listen to the           | seatmate before taking     |                         |       |
|                        |                         |                         | instructions.                   | time to listen to the      |                         |       |
|                        |                         |                         |                                 | instructions.              |                         |       |
| B. Brings laboratory   | Always brings           | Forgets to bring the    | Forgets to bring the            | Forgets to bring the       | Fails to bring the      |       |
| ID and laboratory      | laboratory ID and       | laboratory ID and       | laboratory ID and               | laboratory ID and          | laboratory ID and       |       |
| gown                   | laboratory gown every   | laboratory gown once    | laboratory gown twice           | laboratory gown thrice     | laboratory gown every   |       |
|                        | meeting.                | (1).                    | (2).                            | (3).                       | laboratory class.       |       |
| C. Handles material    | Always handles          | Forgets to handle the   | Forgets to handle the           | Forgets to handle          | Fails to handle the     |       |
| carefully              | material carefully.     | materials carefully,    | materials carefully,            | material carefully, thrice | materials carefully     |       |
|                        |                         | once (1).               | twice (2).                      | (3).                       | every laboratory class. |       |
| D. Works with utmost   | Always works with       | Forgets to work with    | Forgets to work with            | Forgets to work with       | Fails to work with      |       |
| care and seriousness   | utmost care and         | utmost care and         | utmost care and                 | utmost care and            | utmost care and         |       |
|                        | seriousness.            | seriousness, once (1).  | seriousness, twice (2).         | seriousness, thrice (3).   | seriousness every       |       |
|                        |                         |                         |                                 |                            | laboratory class.       |       |
| E. Works with group    | Always works with       | Forgets to work with    | Forgets to work with            | Forgets to work with       | Fails to work with      |       |
| mates harmoniously     | group mates             | group mates             | group mates                     | group mates                | group mates             |       |
|                        | harmoniously.           | harmoniously, once (1). | harmoniously, twice (2).        | harmoniously thrice (3).   | harmoniously every      |       |
|                        |                         |                         |                                 |                            | laboratory class.       |       |
| F. Returns the         | Always returns the      | Forgets to return the   | Forgets to return the           | Forgets to return the      | Fails to return the     |       |
| materials in good      | materials in good       | materials in good       | materials in good               | materials in good          | materials in good       |       |
| working condition      | working condition.      | working condition,      | working condition,              | working condition thrice   | working condition       |       |
|                        |                         | once (1).               | twice (2).                      | (3).                       | every laboratory class. |       |

| G. Submits individual | Always     | submits     | Forgets     | to submit   | Forgets     | to submit   | Forgets      | to submit   | Fails t    | o submit    |  |
|-----------------------|------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|------------|-------------|--|
| worksheet/s on time   | individual | worksheet/s | individual  | worksheet/s | individual  | worksheet/s | individual   | worksheet/s | individual | worksheet/s |  |
|                       | on time.   |             | on time, or | nce (1).    | on time, tw | vice (2).   | on time, the | rice (3).   | on time.   |             |  |

### RUBRIC FOR ASSESSMENT OF GROUP PERFORMANCE

| Indicator            | Advanced<br>5           | Proficient<br>4          | Approaching<br>Proficiency<br>3 | Developing<br>2             | Beginning<br>1            | Score |
|----------------------|-------------------------|--------------------------|---------------------------------|-----------------------------|---------------------------|-------|
| A. Materials for the | All of the materials    | Lacks one (1) material   | Lacks two (2) materials         | Lacks three (3) materials   | Fails to bring all of the |       |
| Experiment/Exercise  | needed for the          | needed for the           | needed for the                  | needed for the              | materials needed for      |       |
|                      | experiment are all      | experiment/exercise      | experiment/exercise.            | experiment/exercise.        | the experiment/           |       |
|                      | secured.                |                          |                                 |                             | exercise.                 |       |
| B. Bringing of       | All members of the      | One member of the        | Two members of the              | Three members of the        | All of the members of     |       |
| laboratory ID        | group always have their | group fails to bring     | group fail to bring             | group fail to bring his/her | the group fail to bring   |       |
|                      | laboratory ID in        | his/her laboratory ID    | his/her laboratory ID           | laboratory ID upon          | his/her laboratory ID     |       |
|                      | borrowing laboratory    | upon borrowing           | upon borrowing                  | borrowing laboratory        | upon borrowing            |       |
|                      | materials               | laboratory materials     | laboratory materials            | materials                   | laboratory materials.     |       |
| C. Group member's    | All members of the      | One (1) member of the    | Two (2) members of              | Three (3) members of the    | All of the members of     |       |
| cooperation          | group cooperate in      | group chooses not to     | the group choose not to         | group choose not to         | the group don't           |       |
|                      | performing the          | cooperate in             | cooperate in                    | cooperate in performing     | cooperate in              |       |
|                      | experiment/exercise     | performing the           | performing the                  | the experiment/exercise     | performing the            |       |
|                      |                         | experiment/exercise      | experiment/exercise             |                             | experiment/exercise.      |       |
| D. Coming to school  | All members of the      | One (1) member of the    | Two (2) members of              | Three (3) members of the    | All members fail to       |       |
| on time              | group are always on     | group fails to arrive on | the group fail to arrive        | group fail to arrive on     | arrive on time.           |       |
|                      | time in arriving at the | time.                    | on time.                        | time.                       |                           |       |
|                      | time of the class.      |                          |                                 |                             |                           |       |
| E. Bringing of       | All members of the      | One member (1) of the    | Two (2) members of              | Three (3) members of the    | All of the members of     |       |

| laboratory gown   | group always bring their | group fails to bring   | the group fail to bring  | group fail to bring their | the group fail to bring  |  |
|-------------------|--------------------------|------------------------|--------------------------|---------------------------|--------------------------|--|
|                   | laboratory gown          | ms/ner laboratory gown | their laboratory gown.   | laboratory.               | their laboratory gown.   |  |
| F. Submission of  | All members of the       | One (1) member of the  | Two (2) member of the    | Three (3) member of the   | All members of the       |  |
| Worksheet on time | group submit the         | group fails to submit  | group fail to submit the | group fail to submit the  | group fail to submit the |  |
|                   | worksheet on time        | the worksheet on time  | worksheet on time        | worksheet on time         | worksheet on time        |  |

#### **REFERENCES:**

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#### **COURSE POLICIES:**

- 1. Students are allowed 20% of the total number of school days or 14 hours of absences inclusive of tardiness. All absences after that shall mean excessive absences, which will merit a grade of 0.00.
- 2. Home works will be due at the beginning of the class. No home works will be accepted thereafter.
- 3. The students will be given a score of zero (0) with corresponding grade of zero percent (0%) in a requirement which is not submitted on the prescribed time and date.
- 4. The students will be given a score of zero (0) with corresponding grade of zero percent (0%) in a quiz which is given during their absence.
- Special major exams are scheduled one week after the administration of the major exams. No special exams will be given thereafter EXCEPT IN SPECIAL SITUATIONS. Moreover, there are no special practical examination will be given to those who failed to take it on the scheduled date.
- 6. Students must be honest at all times; cheating and plagiarism in any form will merit a grade of 0.00.
- 7. Cellular/Mobile phones and the likes should always be in silent mode during class hours; the use of cellular phones is prohibited in class unless a special permission is sought. Tablets and laptops may be used to take down notes and may not be used to browse online resources at the time of discussion otherwise such devises will be confiscated throughout the duration of the class.
- 8. Any concerns (teaching, grades, interrelationship inside and relative to the class, etc.) should be properly addressed to the subject-teacher for appropriate action. Students may seek the help and guidance of their academic/registration adviser in resolving the issue with the subject-teacher.

All policies (attendance, tardiness, decorum, grievances, etc.) will be subject to the provisions of the latest revision of the Student Handbook.



#### **RECOMMNENDED:**

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**ILUMINADA A. RONIO, MSc** Department Chair, Integrated Humanities and Sciences

### **APPROVED:**

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MARGEL C. BONIFACIO, RCH, PhD Dean