

COURSE GUIDELINES

Honors Biology

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CLASSROOM REQUIREMENTS

Students will exhibit respect for others and handle classroom/laboratory materials with care. Students are expected to take detailed notes to enhance their learning of the material and concepts presented in class. All students are expected to arrive to class on time prepared to participate in the daily lessons including laboratory activities [experiments]. Each student is responsible for keeping a running account of his/her grades by accessing Power School.

SPIRAL FOR CLASS

A spiral notebook is required for this class. [Refer to Spiral section]

COURSE STANDARDS

South High trusts each student to maintain high standards of honesty, ethical behavior, and academic integrity. It is assumed that students will perform professionally in preparing work required for this class. All assignments submitted in fulfillment of course requirements must be the student's own work. All assignments, including those designated as "group" are meant to represent the effort of each individual student.

PLAGIARISM

Plagiarism or academic dishonesty, whether accidental or deliberate, is a serious violation. It is plagiarism to go to the Internet, find an article, copy it to the clipboard and then drop it into your word processor. Listing the article as a reference on the last page will not cover you. This is plagiarism. Here are a few things that you can do that will help you to avoid being charged with academic dishonesty. Please note the following:

1. Anytime that you use the words or ideas of another person without giving credit, it is considered plagiarism, whether your actions are accidental or not.
2. Differences between direct and indirect quotes:
 - a) Direct Quote: Includes the exact wording from the source.
 - b) Indirect Quote: Summarizes or paraphrases the content from the source.
3. APA in-text requirements:
 - a) Direct Quote: Author's last name, publication date, and page number.
 - b) Indirect quote: Author's last name, publication date.
4. Punctuation requirements: ALL word-for-word quotations MUST be placed in quotation marks.
5. Exception to the Rule: Common Knowledge – if the same information can be found in three or more sources and those sources do not cite an earlier source, the information is considered common knowledge. Also commonly known facts [e.g. Washington D.C. - the capital of the U.S.] do not need a citation, even if you had to look them up. When in doubt, CITE.

WRITTEN WORK:

All papers are to be typed, spell-checked and grammar checked, well written with a logical flow of thought. Submit papers double-spaced with 1" margins, and prepared in the APA format found in the Publication Manual of the American Psychological Association. Papers must be in 12 font using Times New Roman and block justified. Each paragraph should be indented 5 spaces in order to indicate a new paragraph. Unless required and stated in project guidelines do not include a title page. If a title page is needed it will not count toward the required number of content pages. Please staple your papers together in the upper left hand corner. Do not put them into a folder, binder, or plastic cover.

An overview of the APA Style can be found at apastyle.apa.org.

TESTING

Quizzes are graded by straight percentage, while tests may be modified in the C to F range from the typical percentage. Quizzes may be given during the course of studying a chapter and the end of a chapter will typically be marked by an exam [some exams will cover two or more chapters]. Exams may consist of multiple choice, true/false, word bank, short answer/essay and/or some type of problem solving question. A comprehensive exam will be given at the end of each quarter and/or semester. Students will be given a final exam at the end of the year that covers material from the entire course.

Chapter exams are two-day exams; quizzes are one day only. Verbal and/or written study guides [may be provided] for some chapters and students will be required to make vocabulary cards for each chapter assigned in preparation for all quizzes and exams. Students are encouraged to read through the exam the first day so that each student can go home and review specific concepts to obtain the highest grade possible.

GRADING/HOMEWORK

Grading will be as follows:

- Quizzes: 100 points
- Chapter Exams: 200 points
- Quarter/Semester Final: 200 points
- Year-End Final Exam: 200 points
- Lab Write-Ups: 100 points
- Homework: Varies [5-50 points] depends on assignment
- Projects/Research Papers: Typically 100-200 points - Refer to handouts for individual project

Homework is to be completed on college-ruled notebook paper and not their spiral. Late homework is acceptable after an excused absence [i.e. 1 day absent = 1 day to make up work, 2 days absent = 2 days to make up work].

Long term assignments not turned in at the assigned time will be given zero credit status [lab write-ups = 0 credit, research paper/other projects [e.g. PowerPoint Project, Biome Brochure = 0 credit] *even if the student is absent on the due date*. This grade will be averaged into the final grade. Homework not completed, or homework done in a sloppy manner, will be given a zero. This will be averaged into the final grade. Students are responsible for finding out about any missed work. A written request from the student must be provided to me when students need to know the status of missing work [as a result of being absent]. In accordance with school policy, I will provide advance assignments for students to bring with them on family vacations while school is in session if I have been given ample time to prepare the assignments.

MAKE-UPS

Laboratory experiments/exercises and class activities cannot be made-up, only quizzes and exams. Make-ups will be given to students who: 1) have an excused absence and 2) have made an appointment with the teacher for the make-up within 7 days from their return to class. A make-up quiz and exam must be taken prior to the date of the next scheduled exam. *Make-up quizzes and exams will not be given during class. It is the student's responsibility to make up any work missed as a result of taking a make-up exam or quiz.*

SPIRAL

Each student must have a 9 inch x 11 inch spiral containing college lined paper. All students must use their spiral notebook for pre-labs. The pre-lab is the student's "ticket" to participate in the lab exercise. The pre-lab will usually consist of the following sections: title, purpose, hypothesis, and data. Pre-labs may be typed or handwritten and the correct format must be used. Students are encouraged to type the pre-lab and glue it into the spiral, as the final lab must be typed. Students who do not have the pre-lab on lab day will not be permitted to participate in the lab exercise and will receive a grade of "0" for the pre-lab as well as for the lab write-up.

In addition, student spirals are used for daily work, as well as, homework assignments. Student spirals will be turned in at the end of the school for a grade [100 points]. Spiral checks typically occur at the end of a chapter, plus any other assigned dates. In order to receive credit students must have completed all assigned work for each chapter. Students cannot turn in a spiral for a check unless all work is complete. The following denotes credit for individual spiral checks: a date and teacher initials. Student spiral grades will be based on the number of completed checks [date/teacher initials] divided by the total number of spiral checks for the school year. Spirals will not be returned to students.

LABORATORY REPORTS

Throughout the year students will participate in lab exercises that will require a lab write-up. Students may only miss one [1] lab due to an excused absence without receiving a grade of zero [0]. If a student misses any subsequent labs due to a family emergency or severe illness [an excused absence] the student may miss the lab without receiving a zero [0] by turning in a well written 3 page-typed paper on the topic of the lab, to be assigned by the teacher. If the paper is not turned in on the assigned due date, the student will receive a grade of zero [0]. Any student who participates in a lab exercise and chooses not to turn in the required lab write-up for that lab will receive a score of zero [0].

All students are required to submit a laboratory report two weeks from the completion of a laboratory exercise. All lab reports must be typed. For each day the report is late the grade for the report will be dropped 1 grade. Please refer to the LAB WRITE UP FORMAT for additional requirements.

LONG TERM PROJECTS

There may be several short and long-term projects for this course. Some will be as follows:

- Research Paper[s]
- Biome Brochure Project
- Biogeochemical Cycles Poster Project
- Cellular Respiration/Photosynthesis Project
- PowerPoint Presentations

ALL long-term projects must be typed. Specific guidelines will be provided when each assignment has been assigned.

PROGRESS REPORTS

Progress Reports will be provided as per school policy four times a year, once each quarter. It is the responsibility of the student and their parent/legal guardian to check Power School in order to view assignments and academic grades for the course.

Parent Signature

Date

Student Signature

Date