SYLLABUS
BIO 101-02 Principles of Biology
Spring 2007
MTWF 9:00 – 9:50am, Agenstein Hall 205

SPECIFIC INFORMATION FOR BIO 101-02:

Instructor: Kristen L. W. Walton, Ph.D.              Office location: Agenstein Hall 201i
Office Phone: 816-271-5613                        Office hours: MF 10:00am-12:00pm; W 3:00-4:00pm
Email: kwalton1@missouriwestern.edu (preferred method of contact, include BIO 101 in the subject line)

General web site: http://academic.missouriwestern.edu/kwalton1/BIO_101.htm
eInstruction (CPS) and ARIS websites: http://www.einstruction.com and http://www.mmhe.com/maderessentials (links available on general website)

Required textbooks and materials:
Essentials of Biology, 1/e, Sylvia Mader, ISBN: 0072886161
CPS “clicker” (ISBN: 978-1-881483-71-7) older models not acceptable
Lab Book: Concepts of Biology by Andresen, et. al.

Course Objectives
After successfully completing this course, students will be able to:

• Explain fundamental concepts in biology, including areas in biochemistry, cell biology, genetics, evolution, and ecology.
• Critically analyze and evaluate scientific evidence and hypotheses.
• Analyze and discuss biological information using mathematical, statistical, and graphical methods.

Course Instructional Methods
• This course will include a variety of teaching and assessment methods, including reading assignments, lectures and in-class discussions, small-group work, case studies, written assignments, and exams. Various multimedia tools may be utilized, including presentation of scientific data, slides, videos, and computer simulations.
• Students will be required to use library and Internet resources for obtaining journal and newspaper articles and completing computer assignments. Students will need basic word processing and Internet searching skills for the completion of assignments, exercises, quizzes and projects during this course. Help using computers, software, and internet is available from the Instructional Media Center on campus.
• You should plan on checking the course ARIS website on a daily basis for PPT files, assignments, and announcements. If you purchased a used book, you can use the following ARIS access code: DDUU-WFQ3-9TTD-3R4H-GHQN to register as an ARIS user.

Classroom Citizenship:
• Students are expected to contribute to in-class discussions and small group activities and to respect the input of other students. Cell phones, pages, iPods, etc must be turned off and put away during class. Students exhibiting any behavior that disrupts class may be asked to leave and will then be considered absent for the day.

Students with disabilities:
• Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.
It will be to the advantage of students with disabilities requiring special accommodation to contact the Special Need Coordinator at least two months before enrollment. The Special Needs Office is located in SS/C 202B. The coordinator will explain services to the student and assist the student with any school related problems that might be encountered. The number is 816-271-4330.

EVALUATION METHODS FOR BIO 101-02*

- Final course grades are calculated as follows:
  1. **LECTURE COMPONENT (75% of course grade)**
     - Lecture Exams (60%)
     - Final Exam (20%)
     - Quizzes & Assignments (20%)
  2. **LABORATORY COMPONENT (25% of course grade)**
     - Lab quizzes and worksheets (100%)

- Letter grades for the course will be assigned as follows:
  - A= (90-100%), B= (80-89%), C= (70-79%), D= (60-69%), F= (< 60%)

*The course grade for students enrolled in BIO 101-02 is based on the common BIO 101 policy guide available at: O:\Biology\Boutwell\Bio 101

**Lecture Exams (3 X 20% of lecture grade):**
- **Three exams** will be given as scheduled on the syllabus and weighted equally.
- Possible formats include multiple choice, fill in the blank, essays, or a combination of these formats. You are required to provide your own #2 pencil for every exam, as well as your CPS responder.
- Exam material will come from lecture, readings, assignments, videos, as well as any discussions that occur during lectures. Be aware that information discussed during class may not be addressed in the readings and some of the readings may not be discussed in class.
- **Exam make-up policy:** If an emergency prevents you from taking a scheduled exam you may take a make-up exam during the semester based on the following criteria:
  1. Notify the instructor by email or voice mail (giving your excuse) before the start of the scheduled exam.
  2. Arrange to complete the make-up exam ASAP. Failure to appear on time for the make-up exam will result in a zero for that exam.
  3. All make-up exams will be different from the regular lecture exam, possibly essay in nature, and may be more difficult than the exam given in class.

**Final Exam: (20% of lecture grade):**
- **First part (50 pts.)** This part of the final will include questions over any material covered after Exam III.
- **Second part (50 pts.)** This is the comprehensive part of the final and may include any information covered during the semester.
- **Make-up policy:** Same as for lecture exams.
- The final exam will be given during the regularly schedule exam period for this class, on **Friday, May 4, 8:30-10:20am.**

**Quizzes & Assignments (20% of lecture grade):**
- Students in BIO 101-02 should expect 1-3 of these per week. The lowest quiz/assignment score will be dropped and the remainder will be averaged to calculate the quiz/assignment portion of the lecture grade. Checking the ARIS website on a daily basis for assignments and due dates is highly recommended.
Attendance:

- Attendance will be recorded using your CPS responder - therefore, you must bring it to every lecture or you may be considered absent. If you do not have your clicker, you are responsible for information the instructor at the beginning of class that you are present.
- Attendance is mandatory: In order to improve student learning and retention and to achieve compliance with federal financial aid policies, Western has implemented a mandatory attendance policy for students in all 100-level courses that began Fall Semester 2006. Instructors are required to monitor and track student attendance. A student will be given an excused absence when acting as an official representative of the university. The student must provide prior written verification signed by the faculty/staff supervisor of the event. An excused absence does not excuse you from an assignment or quiz given on the day you miss.
- Students are allowed 7 unexcused lecture absences and 1 unexcused lab absence before submission of midterm grades. When a student exceeds the maximum number of unexcused absences, in either lecture or lab, the instructors will report the student to the Registrar's Office, who will administratively withdraw the student from the course and notify the Financial Aid Office to reduce financial aid as appropriate. If you are not present at the time roll is taken, you may be considered absent for that day.
- Conflicts due to extracurricular activities, including athletics, should be brought to the instructor's attention as soon as possible. Failure to do so may result in an unexcused absence.
- All assignments will have a due date and time; being absent does not excuse you from turning your assignments in on time. If you must be absent, turn your assignment in ahead of time or make arrangements for a classmate to turn it in for you. Late assignments will not be accepted. Pay attention to any announcements in class or on the ARIS website, noting both the time as well as the date for when assignments are due!

LABORATORY POLICIES:
The lab section of Biology 101 is an important part of the course. Students will be expected to complete each assigned laboratory exercise and answer all of the questions in the lab book. There will also be short quizzes (approximately 10 questions) each week over the material covered on the previous weeks lab plus some introductory material from the lab for that day, or a worksheet to complete. Any student leaving the lab before the lab is completed, or without permission of the instructor, will receive a zero on that weeks quiz. The lowest lab quiz score will be deleted and a quiz average determined. This quiz-worksheet average will count as 25% of the final grade for the course. A lab book completed by the student is also required for credit in the lab. The lab book will not be graded, but will be checked and returned to the student. Anyone caught purposefully damaging equipment in the lab will be dismissed from the lab with a grade of "0". Points may also be deducted for failure to clean up and/or put back equipment before leaving the lab. A missed lab may only be made up during the same WEEK, at other scheduled lab times. Changing a lab is only for extreme circumstances. If you are in a lab class that has been canceled for a particular day, you are encouraged (but not required) to attend another lab section during that week. Permission forms must also be used in this instance.

Additional Course Information

- BIO 101 is a 5 credit hour general studies course that satisfies part of the Category Two - Natural Sciences requirement for a baccalaureate degree at MWSU.
- BIO 101 consists of both a lecture and laboratory component. Lecture sessions meet 4 days per week (MTWF) for 50 minutes, while the laboratory session meets 1 day per week for 110 minutes. Lecture and laboratories are not automatically linked during enrollment. You must stay enrolled and comply
with the attendance policy) in both components throughout the semester to receive credit for BIO 101.

- There are multiple sections of both the lecture and laboratory. The same general lecture and laboratory schedule will be followed by all sections, but each section is unique, therefore the information, assignments and exams given in one section do not apply to other sections. Make sure questions regarding expectations/grading are addressed by the instructor in charge of the lecture and laboratory section in which you are enrolled.

- This course will not satisfy the biology specific course requirements leading to a B.S. degree in the Department of Biology or as a prerequisite leading to the application and acceptance into various professional programs including Medicine, Dentistry, Pharmacy, Physical Therapy, etc. Appointments may be made with a pre-health profession advisor in the Departments of Biology or Chemistry if you have questions.

Additional Information from the 2006-2007 MWSU Policy Guide available at:
http://www.missouriwestern.edu/HR/policyguide.pdf

ACADEMIC HONESTY POLICY

Academic Honesty Policy and Due Process
Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

Violations of Academic Honesty
Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives.
10. Assisting other students in any of the acts listed above.

Definition of Plagiarism
Plagiarism is a specific kind of academic dishonesty in which you take another's ideas or words and claim them as your own. When you draw on someone else's work, you must indicate the source of that material, whether you are repeating another's words, argument or thought. Even if you paraphrase another's work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic (tentative and subject to change)</th>
<th>Laboratory</th>
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<tbody>
<tr>
<td>T 1/16 W 1/17 F 1/19</td>
<td>Chapter 1</td>
<td>Introduction to ARIS and CPS A View of Life</td>
<td>Lab safety and Metrics #1</td>
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<tr>
<td>M 1/22 T 1/23 W 1/24 F 1/26</td>
<td>Chapters 2 &amp; 3</td>
<td>The Chemical Basis of Life The Organic Molecules of Life</td>
<td>Scientific Study: Planaria (Handout)</td>
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<td>M 1/29 T 1/30 W 1/31 F 2/2</td>
<td>Chapter 4</td>
<td>Inside the Cell</td>
<td>Scientific Study: Planaria cont. (Handout)</td>
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<td>M 2/5 T 2/6 W 2/7 F 2/9</td>
<td>Chapter 5</td>
<td>The Dynamic Cell</td>
<td>Chemistry # 3</td>
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<td>M 2/12 T 2/13 W 2/14 F 2/16</td>
<td>Chapter 6 &amp; 7</td>
<td>Energy for Life: Photosynthesis Energy for Cells: Cellular Respiration</td>
<td>Separation of Molecules by Gel Electrophoresis # 4</td>
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<td>M 2/19 T 2/20 W 2/21 F 2/23</td>
<td>Chapter 8</td>
<td>2/19 no class (university holiday) Cellular Reproduction</td>
<td>Cell Energetics (Handout)</td>
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<td>M 2/26 T 2/27 W 2/28 F 3/2</td>
<td>Chapter 9 &amp; 10</td>
<td>Sexual Reproduction Patterns of Inheritance</td>
<td>Cell Energetics (Handout)</td>
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<td>M 3/5 T 3/6 W 3/7 F 3/9</td>
<td>Chapter 11</td>
<td>DNA Biology and Technology</td>
<td>Control within Cells #7</td>
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<td>3/11 - 3/18</td>
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<td>SPRING BREAK/no classes</td>
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<td>M 4/2 T 4/3 W 4/4 F 4/6</td>
<td>Chapters 17 &amp; 25</td>
<td>Diversity of Life: First Forms of Life Human Nutrition</td>
<td>Human Genetics #11</td>
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<td>M 4/16 T 4/17 W 4/18 F 4/20</td>
<td>Chapter 30</td>
<td>Ecology</td>
<td>Pond Ecosystems #13</td>
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<td>M 4/30</td>
<td>Chapter 31 &amp; 32</td>
<td>Ecology</td>
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