BIO 101-01
Spring 2010 / Walton

BIO 101 Principles of Biology
SYLLABUS

*The common BIO 101 syllabus, schedule, and Absence Form is available on the “O” drive at O:\Biology\Bio 101 handouts. This syllabus includes the information on the common syllabus plus additional information specific to BIO 101-01.

General information for BIO 101-01:
Instructor: Dr. Kristen Walton Office Phone: 816-271-5613
Email: kwalton1@missouriwestern.edu (best method of contact; include “BIO 101” in the subject line)
Office location: #13 MOD7 (trailers by Remington Hall) Office hours: MTWF 9:00-10:30am

Required textbooks and materials:
- CPS clicker and access code (ISBN: 978-1-881483-71-7, older models not acceptable)
- Lab book: Principles of Biology: A Learning Cycle Approach, by the MWSU Biology Department, available at the MWSU bookstore

Course websites and internet use:
- Students will be required to use library and Internet resources for this class. 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, WebCT, and the internet is available from the Instructional Media Center on campus.
- The primary course website is the Blackboard/WebCT site with course notes, assignments, and grades: http://webct.missouriwestern.edu
- General information is available at: http://academic.missouriwestern.edu/kwalton1/BIO_101.htm
- Clicker company (eInstruction) website to enroll your clicker in BIO 101-01: http://www.einstruction.com
- Textbook website with practice quizzes, interactive activities, etc: http://www.aw-bc.com/campbell/ (click on the image of your textbook to reach a login screen); many activities also available on the text CD

Course Objectives
After successfully completing this course, students will be able to:
- Explain fundamental concepts in biology, including concepts in biochemistry, cell biology, genetics, evolution, and ecology
- Access and critically evaluate scientific information evidence and hypotheses as a scientifically literate citizen
- Analyze and discuss biological information using mathematical, statistical, and graphical methods

Classroom citizenship
- You are expected to participate in discussions and group work, to be attentive when the instructor or other students are speaking, and to show respect for the opinions and questions of others.
- While in lecture or laboratory class meetings, students are expected to act in a professional, courteous, and respectful manner in order to maintain a productive learning environment for all. The use of any personal electronic devices (cellular phones, PDAs, MP3 music players, etc.) during class time is not permitted, except for an emergency or as part of a class activity. This includes text messaging. Please turn all such devices off or set to silent mode upon entering the classroom or laboratory.
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- Laptops are allowed provided they are used solely for note-taking.
- Failure to comply with these policies may result in being counted as an unexcused absence for the day, loss of any points associated with in-class activities, and/or dismissal from class.

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.
- Students with disabilities requiring special accommodation should contact the Disability Services Office (Eder Hall 203N, phone 816-271-4330). The coordinator will explain services to the student and assist the student with any school related problems that might be encountered.

Assessments:
- There will be three regular lecture exams plus a final exam. The final exam will include a section on new material covered after Exam 3 plus a comprehensive section that may include any information covered during the semester.
- There will be a minimum of 8 quizzes/assignments given throughout the semester. In-class quizzes and exams will require the use of your CPS clicker. If you don't have your clicker on the day of an assessment that requires it, you may receive a zero for that assessment.

Make-up policies:
- Late assignments due to unexcused absences will not be accepted. If you must miss a class in which an assignment is due, make arrangements to turn it in ahead of time.
- You will be given ample time to complete online assignments, so internet access or other technical problems are not acceptable excuses for late online assignments. It is your responsibility to be sure that online assignments are successfully submitted and complete. Plan ahead and complete online assignments early.
- There will be no makeups for missed in-class quizzes or assignments, for any reason. Your lowest quiz or assignment grade will be dropped when your lecture grade is calculated at the end of the semester.
- The exam dates are listed on the course schedule. Any changes to exam dates will be announced in class. Make-up exams will only be offered if an MWSU-approved reason exists (extreme illness, emergency, official MWSU business) and you take the initiative to contact me prior to the exam or at the beginning of the first day back in class after an emergency absence. Any make-up exams may be in a format typically less preferred by students (such as essay).

Attendance
- Attendance will be recorded using your CPS clicker - therefore, you must bring it to every lecture. If you do not have your clicker, you are responsible for completing an Absence Form (see below), or you will be considered unexcused absent. Clickers must be registered for this class by 8:00am on Tuesday, Jan. 26th.
- Attendance is mandatory: In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for students in all 100 and 200 level courses.
- You will be given an excused absence when acting as an official representative of the university, provided you give prior written verification signed by the faculty/staff supervisor of the event. An absence may also be considered excused in extreme circumstances of sickness, accidents, etc. if approved by your instructor. This will require you to submit a complete Absence Form found on the "O" Drive under "Biology"/"Bio 101 Handouts". This form requires your signature, the date of the absence, and an explanation of the reason for the absence. The Absence Form must be submitted on the first day back in class after the absence. All other absences will be deemed unexcused.
- The maximum number of unexcused absences allowed for this class before the midterm report, March 26th, is 7. Thus, when you have 8 unexcused absences on or before March 26th, you will be reported to the
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Registrar's Office and you will be automatically withdrawn from this class. The Financial Aid Office will reduce financial aid as appropriate.

- Instructors will take roll at the beginning of class. If you are not present at the time your instructor takes roll, you are officially absent for the day. You may complete an Absence Form if you wish to request an excused absence.
- An absence, whether excused or unexcused, does not excuse you from materials, announcements, or assignments given on the day you miss.

Course grading policies:
- Your lecture grades will be posted to the course Blackboard/WebCT site throughout the semester. Check with your lab instructor for policies on lab grades.
- Final course grades are calculated as follows:
  - Lecture (80% of course grade)
    - 3 regular lecture exams plus a final exam (20% each = 80% of lecture grade)
    - Quizzes & assignments (20% of lecture grade)
  - Lab (20% of course grade)
    - Lab quizzes and worksheets (100% of lab grade)
- A student must earn a passing grade (60% or higher) in both the lecture and lab sections in order to pass BIO 101. In other words, if you fail either the lecture or the lab, you will earn an F for the course.
- Letter grades for the course will be assigned as follows:
  A= 90-100%, B= 80-89%, C= 70-79%, D= 60-69%, F= <60%

Additional information for BIO 101 laboratory:
- All students must be registered for a section of BIO 101 lab. 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 assigned questions in the lab manual. There will also be a grading opportunity during each laboratory meeting (data entry, presentations, quizzes, etc). If your lab instructor deviates from this pattern they will explain their methodology during the lab session.
- Any student leaving the lab before the lab is completed, or without permission of the instructor, will receive a zero on that week's grading opportunity.
- The lowest lab grading score will be deleted and an average determined based on the percent of total points. This quiz-worksheet average will count as 1/5 or 20% of the final BIO 101 course grade.
- Due to the hands-on, investigative nature of the laboratory exercises, it is imperative that students be active participants in the laboratory on a regular basis. Therefore, any student missing more than 3 lab periods during the semester will have incomplete lab performance and will receive an F for the lab and for the course.
- 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.
- We have a no makeup policy for missed labs!
- If you are in a lab class that has been canceled for a particular day, you are excused from that activity.
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:

- Copying another persons' work and claiming it as your own;
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take a quiz or exam including a "clicker" quiz or exam for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Providing false attendance data including "clicker" attendance for another student;
- Knowingly furnishing false information to the University or its representatives;
- Operating another student's clicker or allowing someone else to operate your clicker;
- 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.
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**LECTURE SCHEDULE (tentative and subject to change):**

<table>
<thead>
<tr>
<th>Week of (Tues)</th>
<th>Textbook chapter</th>
<th>Topic</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19</td>
<td>Ch. 1</td>
<td>Course introduction Biology Today</td>
<td></td>
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<tr>
<td></td>
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<td>Safety Considerations, Equipment Use, and Care in the General Biology Laboratory</td>
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<tr>
<td>1/25</td>
<td>Ch. 2 &amp; 3</td>
<td>Essential Chemistry for Biology The Molecules of Life</td>
<td>Scientific Investigations with Planarian Behavior and Cloning I</td>
</tr>
<tr>
<td>2/1</td>
<td>Ch. 4</td>
<td>A Tour of the Cell</td>
<td>Scientific Investigations with Planarian Behavior and Cloning I</td>
</tr>
<tr>
<td>2/8</td>
<td>Ch. 5</td>
<td>A Tour of the Cell (cont.) 2/9 EXAM 1 The Working Cell</td>
<td>Chemistry: Organic Molecules in Food</td>
</tr>
<tr>
<td>2/15</td>
<td>Ch. 5 &amp; 7</td>
<td>2/15 no class (university holiday) The Working Cell (cont.) Photosynthesis: Using Light to Make Food</td>
<td>Plant Metabolism: Photosynthesis &amp; Aerobic Cell Respiration I</td>
</tr>
<tr>
<td>2/22</td>
<td>Ch. 6 &amp; 10</td>
<td>Cellular Respiration: Obtaining Energy from Food The Structure and Function of DNA</td>
<td>Plant Metabolism: Photosynthesis &amp; Aerobic Cell Respiration II</td>
</tr>
<tr>
<td>3/1</td>
<td>Ch. 11 &amp; 12</td>
<td>How Genes are Controlled DNA Technology</td>
<td>Fermentation: The Basic Process for Making Biofuels and Other Useful Products I</td>
</tr>
<tr>
<td>3/8</td>
<td>Ch. 8 &amp; 9</td>
<td>3/8 EXAM 2 Cellular Reproduction: Cells from Cells</td>
<td>Fermentation: The Basic Process for Making Biofuels and Other Useful Products II</td>
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<tr>
<td>3/15</td>
<td></td>
<td>SPRING BREAK (no classes)</td>
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<tr>
<td>3/22</td>
<td>Ch. 9</td>
<td>Patterns of Inheritance</td>
<td>Heredity and Evolutionary Change I</td>
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<tr>
<td>3/29</td>
<td>Ch. 13 &amp; 14</td>
<td>How Populations Evolve How Biological Diversity Evolves</td>
<td>Heredity and Evolutionary Change II</td>
</tr>
<tr>
<td>4/5</td>
<td>Ch. 14</td>
<td>How Biological Diversity Evolves (cont.) 4/9 EXAM 3</td>
<td>The Role of Circulation in Homeostasis I</td>
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<tr>
<td>4/12</td>
<td>Ch. 18 &amp; 19</td>
<td>The Ecology of Organisms &amp; Populations Communities &amp; Ecosystems</td>
<td>The Role of Circulation in Homeostasis I</td>
</tr>
<tr>
<td>4/19</td>
<td>Ch. 19 &amp; 20</td>
<td>Communities &amp; Ecosystems (cont.) Human Impact on the Environment</td>
<td>Exploring an Aquatic Habitat I (Conservation building)</td>
</tr>
<tr>
<td>4/26</td>
<td>Ch. 20 &amp; 22</td>
<td>Human Impact on the Environment (cont.) Nutrition and Digestion</td>
<td>Exploring an Aquatic Habitat II (Conservation building)</td>
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<tr>
<td><strong>M 5/3</strong></td>
<td>Ch. 26</td>
<td>Reproduction &amp; Development (Last day of class) (no labs)</td>
<td></td>
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**Scheduled final exam time:** Wednesday, May 5th, 8:30am-10:20am