

Principles of Biology is an introductory course that covers the breadth of the science of biology. During the semester we will introduce a wide range of topics, provide you with some knowledge of each of these areas, and illustrate how this collection of information is part of the science of biology. You will encounter a great deal of material over the next sixteen weeks. Because of that fact, introductory courses such as this one are often surprisingly difficult for students (and instructors!). In order to succeed you will need to come to class prepared and devote a significant amount of time (**at least 6-8 hours per week**) to studying outside of class.

Text and studio manual (required texts for this course):

You will need to purchase both a textbook and studio manual for this class and bring both with you when you come to class each day. These can change from year to year. If you are enrolled in the course, you can get information on which textbook you need and how to find the studio manual from the current instructor or from the bookstore.

Format: The format for this course is the *studio model*. It allows you to actively learn material by **investigation** and then **application** of that information in a problem-solving format. In each class you will perform a variety of laboratory activities and/or computer-based activities. You will rely heavily on a studio manual, in which you will be asked to write down detailed information. **Your studio manual will be your main record of class activities and you will need it to study for the exams.** Because many of the in-class activities will assume that you have already gained some basic information on the subject (*via* assigned readings in the textbook and pre-class exercises in the studio manual), **you will also need to come to class properly prepared each time.**

Attendance: Attendance is required and will be recorded for every class by means of a short quiz or other activity. At the end of the semester the total possible points awarded for these quizzes or activities will be normalized to 30 points (see below). Collaboration with other students and the staff is an important component of the studio learning experience, as is the wrap-up session at the end of each class period. Even though many of the course materials are available on the WWW site (see below), there is no substitute for class attendance. Because the in-class work is so critical to your learning in this course, you may accumulate no more than three absences during the semester (i. e., miss more than three quizzes). The lowest three quiz grades will be dropped before calculating your final grade. However, if you miss more than three class periods, **you will be penalized 5 exam points (approximately 2% of your semester grade) for each absence beyond three (3). Arriving after the daily quiz or leaving early constitutes an absence. There is NO distinction between "excused" and "unexcused" absences; all absences, regardless of cause, will be counted equally.** If problems arise with your studio attendance, please discuss the situation with your studio instructors before you accumulate 3 absences!

Coordinator: A Biology faculty member is responsible for managing the course, writing the tests, and administering a K-State Online site for general information and exam scores. However, the coordinator is not responsible for assigning the final grades; your individual studio instructors have that responsibility.

Instructor information: In the spaces below, write down information about your instructors, which will be provided to you during the first class period. Then use this information to contact your instructors throughout the semester whenever you have questions or comments!

Instructor's name:		Instructor's name:	
Office Hours:		Office Hours:	
Phone no.:		Phone no.:	
Email address:		Email address:	

Instructor's name:		Instructor's name:	
Office Hours:		Office Hours:	
Phone no.:		Phone no.:	
Email address:		Email address:	

Instructor's name:		Instructor's name:	
Office Hours:		Office Hours:	
Phone no.:		Phone no.:	
Email address:		Email address:	

Grades and Exams: Grades will be based on multiple choice exams and daily quizzes, as follows

- Exam 1:** 20 pts
- Exams 2-6:** 30 pts each (150 total)
- Final (Exam 7):** 40 pts
- Daily quizzes:** after omitting the lowest three grades, the total is adjusted to 30 pts max.

Total possible: 240 pts

Final grades will be based on standard 90-80-70-60% cutoffs for A, B, C, and D grades. Neither extra credit nor special projects are allowed in this course. Due to the fact that there are multiple sections of the course, with multiple instructors, it is not possible (nor is it fair) for your instructor to deviate from this grading format. It is also not possible to take an exam more than once.

Questions about your grades should be directed to your studio instructor(s).

Exam Format - Examinations in this course consist of multiple-choice questions (4-5 choices per question) worth one point each. Thus, the first exam will have 20 questions; the final will have 40 questions, etc. as noted above. Exam questions will test your knowledge of the **OBJECTIVES** listed at the front of each studio exercise; these **OBJECTIVES** are your single best answer to the perennial question "What do I need to know for the exam?". If you can write a coherent, factual paragraph about each objective, linking together all the information on that

topic from your text, studio manual, and in-class exercises, you will be well prepared for the exam. Answers to the exam questions may be found in the textbook readings, the studio manual, the web-based material, or the studio exercises, but all questions will still focus on the **OBJECTIVES**. A sample exam, with answers and an explanation of some of the common test-taking errors previously seen in BIOL 198, can be accessed from a link at the URL <http://www.ksu.edu/biology/pob/>. If you feel that you need to see what kinds of questions will be on the exams, check out this site.

Locations of exams - Regular exams will usually be given at 5:30 PM on Monday evening, approximately every other week during the semester, according to the schedule elsewhere on this handout. The exam location is determined by your studio section; check the table at right to see where you will take the Monday evening exams (room assignments may change from semester to semester, so check a current syllabus if you are enrolled in the class). The final exam will be given in the same rooms as the regular exams, but the time will be significantly earlier (7:30 AM!). Make sure to come to your exam room on time with a **#2 pencil and your student I.D. card**. All electronic devices must be turned off and stowed away during the exam, so it might be better to just not bring your iPods and cell phones to the exams. Be prepared to show your I.D. card to the exam proctor when you submit your answer card.

Exam Room	Sections
Weber 123	
Seaton 63	
Bluemont 101	
Willard 114	

Exam scoring/posting. Exam scores and answer keys will be posted on K-State Online as soon as all exams are graded (either late Monday night or Tuesday morning). Please check your scores as they are posted and **maintain your own record** of all your exam scores, using the appropriate spaces on page 6 of this syllabus. If there is a problem in the reporting of your score (e.g., an incorrectly reported student number or exam score, a missing exam score, wrong or missing version number), **notify the grader by email or by leaving a note describing the problem on the door of Ackert 206**. The exam grader will respond by email or by posting your note and the response outside Ackert 206 within a few days of your query. All exam score discrepancies must be brought to the attention of the grader **within two weeks of the posting of the scores**; otherwise, whatever is already recorded for you becomes your permanent score. So please don't wait until the end of the semester before you decide to worry about your exam scores!

Exam complaints. Questions regarding why the "correct" answers on the answer keys are considered to be correct should be directed to your studio instructors. They are responsible for recording your grades, and they certainly have the authority to change your grade if they believe that your answer was correct.

Missed exams. If you miss a Monday evening exam, contact your studio instructor **immediately**. They need to know why your grade will be missing from their grade sheet. They will assist you in contacting the proctor and making arrangements to take a make-up exam. **You must make these arrangements with the proctor by the end of the Friday of the week of the missed exam. Additionally, all make-up exams must be taken within two weeks after a missed exam. If you procrastinate past those deadlines, you will get a grade of zero for that exam!** The makeup exams are **NOT** the same multiple-choice format as the regular Monday night exams. Questions on the make-up exam are typically short-answer and fill-in-the-blank formats. In other words, if you depend on guessing to get the right answer, the answers will be more difficult to guess. But if you know the material well, you will probably do well on the makeup exam.

Conflicts with exam times. If the Monday evening exam time conflicts with your schedule for any of these reasons,

- employment
- another class
- scheduled varsity athletic practice or games
- performance or practice for music and theatre events
- car pool commuting from out of town
- child care

you may take the exam early on the exam day from 12:00 to 2:00 p.m. in Ackert 112. Please note specifically that having another exam (e.g. Chemistry) scheduled later the same evening is **NOT** considered to be a conflict. In order to take the early exam, you must contact the course coordinator on or before Friday of the week prior to the exam for permission. **No early or late exams can be scheduled for the final!**

Other Resources - We want you to succeed in this course, so here are some other places where you can get information or help. Additionally, any student with a disability who needs a classroom accommodation, testing accommodation, access to technology or other assistance in this course should contact Disability Support Services (532-6441) and/or their instructor.

Review Sessions: Weekly review sessions are provided, even during weeks when there is no exam. A schedule for these sessions is included with this syllabus (page 7), and can also be found on K-State Online. These are good opportunities to get your questions answered and to learn more about biology. History has proven that students who attend these review sessions will almost invariably get a higher grade for this course; don't miss this opportunity to really learn the material!

Open studio hours: To further enhance your understanding of course material, there will be open studio hours in Ackert 219 twice each week; on Wednesday from 6:30 PM. to 9 PM, and Saturday from 9:30 AM to noon. This time is primarily for examining any computer-based material with which you want a little more experience, and to foster additional, independent exploration of topics introduced in class. The reagents and/or biological materials needed for "wet-lab" exercises will not be available during these sessions, due to the necessity of setting up the studio for the next day's exercises. The computers and other equipment will only be available for material related to Principles of Biology, i.e., no word processing, no general web surfing, no games. Those violating this policy will be asked to leave the studio. The open studio hours will be staffed so that you will have an opportunity to ask questions about class material. This is also a good time and place to set up a study group with other good students. Thus, if you miss a regular class time, you have the opportunity to access at least some of the material for that class by coming to the open studio hours in Ackert 219. The open studio time is not meant to be a substitute for attending your regular studio section, and also does not allow you to make up the attendance quiz for the class that you missed.

Study Guides: Study guides for each module are available on K-State Online (under the "Content" link). These study guides are based on the **OBJECTIVES**, and will guide you in finding the resources (textbook, web material, studio exercise results) that you need in order to master these objectives. These study guides are NOT a substitute for attending class and/or doing the assigned readings!

WWW resources: A website for your textbook is: <http://tinyurl.com/399zjw>; after you navigate there, select a chapter and take a pre-test over each chapter, look at the glossary or

flashcards, etc. Take advantage of this website during your study time. A course calendar, copy of the syllabus, and lots of other information including your exam grades can be found on the KSU course management system, K-State Online, at the URL <http://public.online.ksu.edu/>. Additionally, much of the web-based material used in class will be available at a password-protected site accessible through K-State Online under the "Course, Information" tab in a file called "Useful weblinks" or at <http://principles.biol.ksu.edu>. The Extra Resources page (also accessible from the computers in the BIOL 198 studio) can be accessed from the same "useful weblinks" file. This site is not password-protected and includes lots of WWW links to interesting and relevant sites.

Academic honesty

The Student Life Handbook states: "All academic relationships ought to be governed by a sense of honor, fair play, trust, and a readiness to give appropriate credit for the intellectual endeavors of others when credit is due." Kansas State University has an Undergraduate Honor System based on personal integrity. This is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. Undergraduate students, by registration, acknowledge the jurisdiction of the Undergraduate Honor System. The Undergraduate Honor System applies to all full and part-time students enrolled in undergraduate courses on-campus, off-campus, and *via* distance learning.

A prominent part of the Honor System is the inclusion of the Honor Pledge that applies to all assignments, examinations, or other course work undertaken by undergraduate students. The Honor Pledge is implied, whether or not it is stated. The Honor Pledge states:

"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."

There are consequences for failure to adhere to the principles of the Honor System. A grade of XF is shown on KSU transcripts for courses where a student has been found to have cheated. An XF indicates failure of the course, with the X denoting that the failure was a result of a breach of academic honesty. For more information, and examples of what not to do, please visit the Honor System web page at <http://www.ksu.edu/honor>.

Particular forms of academic dishonesty that will not be tolerated in BIOL 198 are: plagiarism, use of notes or other written material during exams, looking at another student's exam during the exam period, having another person stand in on an exam, and deliberate falsification of lab results, among others.

Course schedule – Spring 2008

Dates	Topic
Tuesday & Wednesday	Introduction I
Thursday & Friday	Introduction II
Tuesday & Wednesday	Evolution I
Thursday & Friday	Evolution II
EXAM 1, Mon. - Introductory & Evolution Modules, 20 pts. My grade =	
Tuesday & Wednesday	Ecology I (Ecosystems)
Thursday & Friday	Ecology II (Populations)
Tuesday & Wednesday	Ecology III (Communities)
Thursday & Friday	Ecology IV (Ecological Research)
EXAM 2, Mon. - Ecology Module, 30 pts My grade =	
Tuesday & Wednesday	Introduction to Cell Biology
Thursday & Friday	Tour of the Cell I
Tuesday & Wednesday	Tour of the Cell II
Thursday & Friday	Tour of the Cell III
EXAM 3, Mon. - Biological Chemistry & Cell Biology Module, 30 pts. My grade =	
Tuesday & Wednesday	Genetics I
Thursday & Friday	Genetics II
Tuesday & Wednesday	Genetics III
Thursday & Friday	Genetics III continued
Tuesday & Wednesday	Genetics IV
EXAM 4, Mon. - Genetics, 30 pts. My grade =	
Thursday & Friday	Energetics I
Tuesday & Wednesday	Energetics II
Thursday & Friday	Energetics III
Tuesday & Wednesday	Energetics IV
EXAM 5, Mon. - Energetics, 30 pts. My grade =	
Thursday & Friday	Viruses and Microbes
Tuesday & Wednesday	Plant Biology I
Thursday & Friday	Plant Biology II
Tuesday & Wednesday	Plant Biology III
EXAM 6, Mon. - Plant Biology, 30 pts. My grade =	
Thursday & Friday	Animal Biology I
Tuesday & Wednesday	Animal Biology II
Thursday & Friday	Animal Biology III
Tuesday & Wednesday	Animal Biology IV
Thursday & Friday	Animal Biology V
EXAM 7, Thursday, 7:30 AM!!!!!!!!!!!!!! - Animal Biology, 40 pts	

Please consult your Studio Manual for textbook reading assignments BEFORE every class. The studio manual also contains an introductory section and pre-class reading for every class, make sure that you read this as well. In many cases this will include questions or exercises that need to be completed BEFORE class, and you may be called upon to provide your answers. So avoid being embarrassed; come to class prepared!