

- ***Principles of Biology*** is an introductory course that covers the breadth of the science of biology. We will introduce a wide range of topics, provide you with some knowledge of each of these areas, and illustrate how this basic information can help you understand some biological processes. Over the course of this semester you will encounter, and will need to assimilate, a great deal of material. The sheer volume of material means that introductory courses such as this one can be surprisingly difficult for students (and instructors!). It is not enough to simply memorize the words in the textbook or manual. You need to understand what is being described. **In order to succeed you will need to come to class prepared and devote a significant amount of time (at least 6-8 hours EACH WEEK) to studying outside of class.**

- **Cell phone policy:** Texting, talking or playing games on your phone is a distraction for you and your fellow students; **please turn off and stow all electronic equipment prior to the start of class and leave it put away during class.**
- **Class Format:** The format for this course is the *studio model* (see <http://www.ksu.edu/biology/pob> for more information about this format). You will learn material by active **investigation** and then **application** of information in a problem-solving format. In each class, you will perform a variety of laboratory activities and/or computer-based activities.
- **Required eTextbook:** *Principles of Biology*, Edited Collection, R. Bear *et al.* The eText can be accessed online for no charge (FREE) at:

<http://cnx.org/contents/24nI-KJ8@24.1:ySSSOHNm@5/Studio-Biology---What-is-it>

A PDF copy is available on the K-State Online “Principles of Biology-Exam site” or from the site listed above.

- **Required Studio manual:** *Principles of Biology Studio Manual, 17th edition*, R. Bear *et al.*, (2015-2016). You need this manual for every class period; it will be your only record of the exercises and experiments done during your studio time. **There will be reading assignments and exercises from the manual BEFORE each class.**
- **Attendance:** Working with and learning from other students is an important component of the studio 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 course websites (see below), there is no substitute for class attendance. Therefore, **attendance is required**; your presence (or absence) will be recorded each day. You may accumulate no more than three absences during the semester. 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 the allowed three. Arriving significantly late or leaving significantly 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 attendance record, please discuss the situation with your studio instructors before you accumulate three absences. Common questions about the policy are answered in the FAQ <http://www.ksu.edu/biology/pob/BIOL198FAQ.htm>.
- **Coordinator:** Dr. Eva Horne (ehorne@ksu.edu, 532-5929, 216 Ackert Hall) is responsible for managing the course, setting the schedule, writing the exams, and administering a K-State Online site for these exams. She is not responsible for assigning the final grades; your individual studio instructors (below) have that responsibility. If you have questions about your grade, or your attendance, contact your individual studio instructors. If you have questions or comments about the general administration of the course, contact Dr. Horne.

- **Instructor information:** In the spaces below, write down information about your instructors, which will be provided to you during the first class period. Please use this information to get to know your instructors and to contact them 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:	

- **Course Calendar and Exam Schedule:**

- **Module 1 – Science, Biology & Evolution.** Four class periods, January 19 through January 29. The exam over this section will be **Monday February 1 at 5:30 PM.**
- **Module 2 – Ecology.** Four class periods, February 2 through February 12. The exam over this section will be **Monday February 15 at 5:30 PM.**
- **Module 3 – Cell Biology & Biochemistry.** Four class periods, February 16 through February 26. The exam over this section will be **Monday February 29 at 5:30 PM.**
- **Module 4 – Genetics.** Four class periods, March 1 through March 11. The exam over this section will be **Monday March 21 at 5:30 PM.** Note that this is the Monday after Spring Break.
- **Module 5 – Energetics.** Four class periods, March 22 through April 1. The exam over this section will be **Monday April 4 at 5:30 PM.**
- **Module 6 – Plant Biology.** Four class periods, April 5 through April 15. The exam over this section will be **Monday April 18 at 5:30 PM.**
- **Module 7 – Animal Biology.** Six class periods, April 19 through May 6. The exam over this section will be during finals week on **Thursday May 12 at 7:30 AM.**

- **Grading and Exams:** There will be 240 possible points; all points come from multiple choice bi-weekly 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 = 30 points, calculated using the following formula, which allows you to drop the lowest three scores: $[(\text{quiz points earned} - \text{lowest 3 scores}) \div (\text{total possible quiz points} - 3 \text{ scores})] =$
Your adjusted quiz grade

– Final grades are based upon standard 90-80-70-60% cutoffs for A, B, C, D grades. Students who earn an A have mastered the material, those who earn a B have proficient knowledge of the material, those who earn a C have functional knowledge of the material, and those who earn a D have little functional knowledge of the material. **Neither extra credit nor special projects are available in this course.** It is also not possible to take an exam more than once. **Please direct all questions about your grades to your studio instructor(s).**

– **Exam Format:** Regular exams in this course consist of multiple-choice questions (4-5 answer choices per question) worth 1 point each. Make-up exams have short answer, fill-in-the-blank type questions. No aids of any kind (dictionaries, notes, calculators etc.) may be used during the exams.

– **The importance of Objectives:** Exam questions will test your knowledge of the **OBJECTIVES** listed at the front of each studio exercise. If you can write a coherent, factual paragraph about each objective **in your own words**, you will be well prepared for the exam. Exam questions may come from the textbook readings, the studio manual, the web-based material, or the studio exercises, but **all questions will focus on the OBJECTIVES.**

– **Exam Locations** - Regular exams will be at **5:30 PM on Monday evenings**, approximately every other week during the semester, according to the schedule above. The exam location is determined by your studio section; the table at right shows where students from each section will take the exams. **The final exam** is Thursday, 12 May 2016; note that this is significantly earlier in the day (**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 of any type must be turned off and stowed away during the exam, or better yet, don't bring them in the first place. Be prepared to show your KSU ID card to the exam proctor when you submit your answer card.

Exam room	Sections
Weber 123	TU730 & TU330
Umberger 105	TU930 & WF930
Willard 114	TU130 & WF130
Durland 1073	TU1130
King 004	WF1130

– **Exam scoring/posting** - Exam scores and answer keys will be posted on the K-State Online “Principles of Biology-Exam site” as soon as all exams are graded. Please **maintain your own record** of your exam scores. If there is a problem in the reporting of your score (e.g., incorrect student number or version number, a missing exam score, incorrect score, etc.), **notify the grader**, Courtney Passow (cnpassow@ksu.edu). All exam score discrepancies must be brought to the attention of the grader **within two weeks of the posting of the scores.** After that time, the recorded grade becomes your permanent score.

– **Exam time conflicts** - If (and only if) the Monday evening exam time conflicts with your schedule for any of these reasons:

- employment
- another KSU 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. **You must get permission to take the early exam** by contacting the course coordinator (Dr. Eva Horne, ehorne@ksu.edu, 532-5929) on or before Friday of the week prior to the exam. Please note that having another exam (e.g. Chemistry) scheduled later the same evening is **NOT** a conflict. If you are concurrently enrolled in BIOL 198 and some Chemistry or Physics courses, you will have to take two exams on some Monday evenings. **No early or late exams will be scheduled for the final!**

- **Exam complaints** - Questions about the interpretation of correct or incorrect answers on the exams should be directed to your studio instructors. They have the authority to change your grade if they believe that your rationale for choosing a particular answer is reasonable. You should also do this within two weeks of the exam. Don't wait until the end of the semester and hope to argue for a few extra points on exams from earlier modules.
- **Missed exams** - If you miss a Monday evening exam, let your studio instructor know **immediately**. Then contact the make-up exam proctor (John Kraft, jdkraft@ksu.edu) and arrange to take a make-up exam. **You must make these arrangements with a proctor by the end of Friday of the week of the missed exam; your instructor will not make these arrangements for you. 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, matching, and fill-in-the-blank.
- **Other Resources** - We want you to succeed in this course, so here are some additional places to get information or help:
 - **Student Access:** Students who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center (accesscenter@k-state.edu, 785-532-6441) and/or their instructor. A wide range of services are available to students including, but not limited to, aide for physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety.
 - **Open studio hours:** The studio classroom (Ackert 219) will be open twice a week: Wednesday from 6:30 PM to 9 PM, and Saturday from 9:30 AM to noon. At least one member of the teaching staff will be present during this time to help you. Please use this opportunity to re-examine any computer-based material, and to engage in additional, independent exploration of topics introduced in class. Open studio is not meant to be a substitute for attending your regular studio section; you will not get attendance points for this activity. However, the reagents and/or biological materials needed for “wet-lab” exercises are available during these sessions when possible. 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. Open studio time is also a good time and place to set up study groups with other students.
 - **Study Guides:** Study guides for each module are available on K-State Online. These study guides are based on the **OBJECTIVES**, and will guide you in finding the resources (textbook, web material, studio exercise results) that you will need to master these objectives. The study guides are **NOT** a substitute for attending class and/or doing the assigned readings!
 - **Web resources:** Many of the web-based computer tutorials used during class will be available at <http://principles.biol.ksu.edu>. This site is password-protected; userid = **biol198student** and password = **Anax2016** (this password is case-sensitive). **Do not provide this information to anyone not currently enrolled in BIOL198.** Other useful links are at the K-State Online Canvas site for this course – (<http://public.online.ksu.edu/>) and at <http://www.k-state.edu/biology/pob/>.
 - **Review Sessions:** Weekly review sessions are scheduled for students who have studied the material but who still have questions. These review sessions are open to all students enrolled in Biology 198. Review sessions are **NOT** lectures; but provide a chance to discuss the objectives and get your questions answered by an instructor. Questions can come from any aspect of the material you have read or covered in the studio. All review sessions will last from **3:30 to 5 PM in Ackert 120 every Monday (except holidays and finals week)**, starting on Monday, February 1. Please feel free to come anytime during that period if other classes or activities do not allow you to get there at 3:30.

- **Academic Freedom Statement**

Kansas State University is a community of students, faculty, and staff who work together to discover new knowledge, create new ideas, and share the results of their scholarly inquiry with the wider public. Although new ideas or research results may be controversial or challenge established views, the health and growth of any society requires frank intellectual exchange. Academic freedom protects this type of free exchange and is thus essential to any university's mission.

Moreover, academic freedom supports collaborative work in the pursuit of truth and the dissemination of knowledge in an environment of inquiry, respectful debate, and professionalism. Academic freedom is not limited to the classroom or to scientific and scholarly research, but extends to the life of the university as well as to larger social and political questions. It is the right and responsibility of the university community to engage with such issues.

- **Academic honesty**

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via the following URL: <http://www.ksu.edu/honor>. A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

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

KSU also has a plagiarism policy with this definition - ***Plagiarism is taking credit for someone else's ideas, work, or words. In a university setting, it means submitting academic, scholarly, or literary work in which you either claim or imply the material to be your own, when that is not the case. Webster's New Collegiate Dictionary, eleventh edition, defines plagiarism simply: "to steal and pass off the ideas or words of another as one's own without crediting the source" (2003).*** If you have questions about specific applications of this definition, or the definition itself, please consult with your instructor.

- In addition, in this class, the following are violations of the KSU Honor Pledge and are not allowed:
 1. Sharing of instructor-provided class materials, without written permission from the instructor, in any format that allows access by the public or by students who are not currently enrolled in the class. Instructor-provided class materials include, but are not limited to, handouts, presentation files or printouts, or study guides. You may contribute your personal notes to other students or to course-specific note-taking web sites, but these cannot include any instructor-provided materials.
 2. The use of, or reference to, materials from other students without written permission from the instructor. These include but are not limited to old exams or other graded assignments, papers, or quizzes, whether from the current semester, or past semesters.

All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Government Association By Laws, Article VI, Section 3, number 2. Students who engage in behaviors that disrupt the learning environment may be asked to leave the class.