

- **Principles of Biology** is a course that introduces you to a wide range of topics in the science of Biology. We will provide you with some knowledge of each of these areas and illustrate how this basic information can help you understand biological processes. Over the course of this semester you will encounter, and will need to assimilate, a great deal of material. It is not enough to simply memorize the words in the eText or manual. You need to understand what is being described. Memorizing is NOT the same thing as understanding. **In order to succeed, you will need to come to class prepared and devote a significant amount of time (at least 8-12 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 and/or computer-based activities.
- **Expectations for classroom conduct:** All student activities in the University, including this course, are governed by the Student Judicial Conduct Code (<http://www.k-state.edu/sga/judicial/>) as outlined in the Student Governing Association By Laws, Article V, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.
- **Required eText:** *Principles of Biology*, Edited Collection, R. Bear *et al.* The eText can be accessed online for no charge (FREE) at: <https://cnx.org/contents/24nI-KJ8@27.1> A PDF copy is available on the K-State Online “Principles of Biology-Exam site” or from the eText website.
- **Required Studio manual:** *Principles of Biology Studio Manual, 20th edition*, R. Bear *et al.*, (2018). You need this manual for every class period; it will be your only record of the exercises and experiments done during your studio time. **The reading assignments and exercises BEFORE each class** can be found in the manual.
- **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. There is no substitute for class attendance. Therefore, **attendance is strongly recommended.** This semester, students will receive an attendance bonus that will be added to your exam grade total. At the end of the semester, this attendance bonus will be calculated as: (Number of days attended/Total number of days) x 5 = attendance bonus. So, if you attend 26 days out of 30, your attendance bonus will be $(26/30) \times 5 = 4.33$ exam points. If you have perfect attendance, your bonus will be 5 points. Once again, these points will be added to your exam grade total. **There is NO distinction between "excused" and "unexcused" absences;** all absences, regardless of cause, will be counted equally.
- **Coordinator:** Robbie Bear (bearr@ksu.edu, 532-6611, 109 Ackert Hall) is responsible for managing the course, setting the schedule, writing the exams, and administering a K-State Online site for these exams. Robbie is not responsible for assigning the final grades; your individual studio instructors (below) 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.

Instructor's name	
Contact info	

Instructor's name	
Contact Info	

Instructor's name	
Contact info	

Instructor's name	
Contact info	

Instructor's name	
Contact info	

Instructor's name	
Contact info	

• **Course Calendar and Exam Schedule: All dates available on KSOL PoB exam site**

Class Dates	Module covered	Classes	Date of exam
22 Jan. – 1 Feb.	Module 1: Science, Biology, & Evolution	4	4 Feb. – 5:30 pm
5 Feb. – 15 Feb.	Module 2: Ecology	4	18 Feb. – 5:30 pm
19 Feb. – 1 March	Module 3: Cell Biology	4	4 March – 5:30 pm
5 March – 22 March	Module 4: Genetics No class 18-22 March Spring Break	4	25 March – 5:30 pm
26 March – 5 April	Module 5: Energetics	4	8 April – 5:30 pm
9 April – 19 April	Module 6: Plant Biology	4	22 April – 5:30 pm
23 April – 10 May	Module 7: Animal Biology -	6	16 May – 7:30 am

• **Grading and Exams:** There are 240 points possible + an attendance bonus. Points are earned 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: [(quiz points earned – lowest 3 scores) ÷ (total possible quiz points – 3 scores)] x 30 = 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. 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.** If you can write a coherent, factual paragraph about each objective **in your own words**, you will be well prepared for the exam.
- **Exam Locations** - Regular exams will be at **5:30 PM on Monday evenings** according to the schedule above. The table at right shows where students from each section will take their exams. **The final exam** is Thursday, 16 May 2019 at **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. Be prepared to show your KSU ID card to the exam proctor when you submit your exam.

Sections	Exam Room
TU7:30 & TU 1:30	Kedzie 106
TU11:30 & WF11:30	Weber 123
WF9:30 & TU 9:30	Seaton 0057

- **Exam time conflicts** - If the Monday evening exam time conflicts with your schedule for any of these reasons:
- employment
 - another KSU class
 - child care
 - performance or practice for music and theatre events
 - scheduled varsity athletic practice or games
 - car pool commuting from out of town

You may take the exam early on the scheduled exam day from 11:30 to 1:30 p.m. in Ackert 112. **You must get permission to take the early exam** by contacting the course coordinator (Robbie Bear, bearr@ksu.edu, 532-6611) on or before Friday of the week prior to the exam. Please note that having another exam scheduled later the same evening is **NOT** a conflict. If you are 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.
- **Missed exams** - If you miss a Monday evening exam, let your studio instructor know **immediately**. Then contact the make-up exam proctor (Eva Horne, (ehorne@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. 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 short-answer, matching, and fill-in-the-blank.
- **Other Resources** - We want you to succeed in this course, so here are some more 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: two hours on a weekday and two hours on Saturdays (exact time and date to be determined). A member of the teaching staff will be available and able to answer questions. Open studio is **NOT** a substitute for attending your regular studio section (it can't be used to replace an absence). However, the materials needed for “wet-lab” exercises are available when possible. During open studio, the computers and other equipment can only be used for material related to Principles of Biology (no general web surfing, no games, etc). Those violating this policy will be asked to leave the studio. Open studio is a good time and place to set up study groups with other students and to gain help from teaching staff for confusing topics.
- **Study Guides:** Study guides for each module are available on K-State Online. These study guides are based on the **OBJECTIVES**, and will help you find the resources (textbook, web material, studio exercise results) required 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 = **Kenopsia18** (case-sensitive). **Do not provide this information to anyone not currently enrolled in BIOL198.** Other useful links are at the KSOL site for this course – (<http://public.online.ksu.edu/>) and at <http://www.k-state.edu/biology/pob/>.
- **Copyright 2019: BIOL 198 teaching staff** – all course material. During this course, students are prohibited from selling notes to or being paid for taking notes by any person or commercial firm without the express written permission of the professor teaching this course. In addition, students in this class are not authorized to provide class notes or other class-related materials to any other person or entity, other than sharing them directly with another student taking the class for purposes of studying, without prior written permission from the professor teaching this course.

- **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, other graded assignments, papers, or quizzes, whether from the current semester, or past semesters.