

CONCEPTS IN BIOLOGY 119:100 Fall 2009 Dr. Transue

GENERAL INFORMATION AND POLICIES

The goal of Concepts in Biology (Bio 100) is to prepare you for the General Biology sequence and other science courses you may take. Concepts is designed for first and second year biology majors; it is not intended for non-science majors. Non-science majors are discouraged from enrolling in Bio 100 and should register for one of the Division of Life Sciences courses specifically for non-majors needing to fulfill a science requirement; these include 119:148,150, 152, 154, 160, 170, and 182. Any non-major student should speak with Dr. Transue immediately upon entering the course! Junior level students or above will be allowed to register if all interested first and second year students have been accommodated and after approval of their Dean's office and Dr. Transue. Bio 100 is a 4-credit course; the credits count toward your degree, but not any biology major requirements.

Along with reviewing biological topics, Concepts will help you develop productive strategies for dealing with science courses. We will review topics such as learning strategies, time management, how to use text books, how to deal with lectures, and how to adequately prepare for exams. To accomplish these goals, we require your conscientious participation; thus, the course is interactive, both in lecture and in lab. Assignments are designed to help you develop techniques, not just to help you learn material. By the end of the semester, we believe you will feel more confident about your subsequent science courses.

Bio 100 and Bio 101/102: If you plan to major in the life sciences (any of subject indexes 119,146, 447, or 694), you must take Bio 101 and Bio 102. Bio 100, does not replace either Bio 101 or Bio 102. We do have a special policy for students who earn an **A or B+** in Bio 100 during the **fall** semester. Students who earn an A or B+ in the fall offering of Bio 100 may go directly into Bio 102 during the immediately following spring semester if they choose to do so otherwise Bio 101 must be taken prior to Bio 102. This policy does not apply to students in the spring. Students who register inappropriately in General Biology 102 will be deregistered. Most students begin the Bio 101/102 sequence the following fall.

SPECIFIC COURSE POLICIES:

Attendance: Attendance to both lecture and lab is mandatory. Students with more than two (2) unexcused absences from laboratory will automatically fail the course. Acceptable excuses are: (1) Illness - a Doctor's or Dean's letter verifying your *inability to attend class* is required; just being seen by a physician is not sufficient; (2) Death in the Family/Family Health Emergency - contact your Dean's office so that they may verify the circumstances; (3) Religious Reasons - we may ask for conformation from your religious leader (only one religion/semester); (4) Sports event - provide a letter from your coach. If you do not have an acceptable excuse, you forfeit any points associated with the particular class meeting or exam including assignments due that day or work conducted that day. **If you are absent from lab or lecture, it is your responsibility to contact us and provide a written excuse; otherwise, we will assume you did not have a legitimate excuse.** If you know in advance that you will miss a class meeting, let us know as we may be able to make alternate arrangements. Makeup exams for exams to be missed because of conflicts with other courses, sports, or religious observations must be arranged at least one week before the announced exam day, otherwise the absence will be treated as an unexcused absence.

Attendance is taken at every class meeting. In lecture, there will be a sign-up sheet at the front of the room each day. **It is your responsibility to sign in each day!** Do not sign-in others; this will be treated as academic dishonesty. If you arrive late, sign in at the end of the period. Unexcused absences will cause you to forfeit all work and grades associated with that class meeting including work done that day or due that day. Makeup labs must be arranged through your TA or Dr. Transue. You **MAY NOT** attend another lab given later in the week without approval of both TAs and Dr. Transue.

Department: You are expected to turn off, put away, and not use cell phones, iPods, MP3 players, PDAs and similar electronic devices during lecture and laboratory. While the use of computers for note-taking is acceptable, use of computers during class time for emailing, games, web surfing and other non-course related activities is not acceptable. Lab participation grades will be lowered for inappropriate use of such devices. Recommendation letters will not be written for students who do not appropriately conduct themselves in laboratory or lecture. Except for emergencies verified in writing as described above in the Attendance section, leaving lecture or laboratory for phone conversations is not acceptable; in particular, lab participation grades will be lowered and any missed activity will be considered unexcused.

Punctuality: Classes begin at the officially stated time. We expect you to be present and prepared to begin at the starting time; this applies to lecture and laboratory. If you arrive late to lecture, you must wait until the end of the period to sign in. If you are late and miss any assignment or activity, you forfeit those points, both in lecture and in laboratory; make-up work for tardiness will not be given.

Examination policies: No electronic devices can be used or kept accessible during examinations; this includes, but is not limited to, calculators, cell-phones, beepers, iPods, MP3 players, tape-recorders, PDAs, and other computing or music devices. Students should have a time-piece for use during the exam, but it must be a watch or other small clock. None of the above can be used for time keeping. Violation of this policy will result in an immediate and automatic score of zero for that examination. Students will be penalized 10% for every time their cell-phone rings during an exam. Be sure that they are either off or on silent mode prior to the exam.

A #2 leaded pencil is required for marking answers on scantron forms. Answers marked incorrect because of incomplete marking or incomplete or sloppy erasure will not be credited as correct. Students should have a functional eraser and erase completely if changing an answer. Students are responsible for the neatness and completeness of their scantrons. Students may request a new scantron during the exam if concerned about erasure or other problems. Answers for the written portions are recorded directly on the test booklet and may be written in ink. Extra time will not be given at the end of the exam period for transference of answers to the scantron.

Grading:

Lecture (60%):		Laboratory (40%)	
Exam 1	10%	Participation	4%
Exam 2	10%	Major Quizzes	8%
Exam 3	12%	Standard Homework	6%
Final Exam	18%	Lab Work & Activities	8%
Quiz, Class & Homework	10%	Lab Report	6%
	60%	Final Practical	8%
			40%

The final grade will be based on the following scale: A -90% and above; B+ - 88/89%; B - 80-87%; C+ - 78/79%; C - 70-77%; D - 60-69%; F - 59% or below. Students whose final average is 60% or above must also have earned **at least a 60% on one exam and have earned at least 60% of the available laboratory points**. If these conditions are not met, the student will receive an F even though their average is 60% or above. Students with more than two (2) unexcused absences from laboratory will automatically fail the course. Once you have some grades, use the online gradebook to track your course grades.

Laboratory: All labs are held in Room 247 of the Allison Road Classroom building (ARC) on the Busch Campus. **You must have the Fall 2009 Bio 100 Lab Manual to be admitted to lab.** Older versions are not acceptable and you will be excluded from the lab and considered absent if you do not have the Fall 2009 manual! You will need to take computer work home with you, so a flash drive/ memory stick is needed. All

other equipment will be supplied. Use a separate notebook for lab rather than mixing material in with your lecture notes. **Labs do not begin until the week of September 13.** Students with more than two (2) unexcused absences from laboratory will automatically receive a grade of F. Students are expected to remain for the entire lab period. Students who arrive more than half an hour after the official starting time or who leave before activities are completed will be considered as having an unexcused absence.

Communication: My office is room 214 ARC, (directly across from your lab). The best way to contact me is email: gtransue@rci.rutgers.edu. My office phone number is 732-445-2594; there is an answering machine. My office hours are 11:00-12:00 noon Wednesdays. If this time is inconvenient, we will make other arrangements. There is also a weekly Review Session Thursdays, 2:30-3:30 in Loree 124 (the RLC). I encourage you to see me before and after class as well. Please also make use of our web page: <http://alca.rutgers.edu/bio100>

Academic Integrity Acknowledgment

This section must be completed and returned to your laboratory Teaching Assistant at your first laboratory meeting. Homework will not be accepted until this signed form is returned. Work submitted late because this form was not completed will not be accepted.

Name: **You will be given a copy of this form to sign and return, this copy is for your files.**

I have read and understand the Rutgers University Policy on Academic Integrity. While I understand that general discussion of ideas and having other students read my work for editing and proof-reading purposes is acceptable and encouraged, I certify that any work I submit in this course, unless specifically assigned as group work, will be my own work, that all the work presented will be my original ideas. I will not consult any homework, paper, or assignment prepared by another student as a source of information, text, or graphics for my work. I will not write my homework or assignment in cooperation with any other student, including my lab partners, unless the assignment was specifically assigned as a group project. I will not submit work prepared in another course, including Concepts in Biology sections offered in previous years for work in this course. I will not allow any other student to use my work as a source of information, text, or graphics in preparing their work.

In addition, I will only use my personal response unit (clicker) in class and laboratory. I understand that my use of another's clicker so as to make it appear that the other person was in attendance or to answer questions for another will be treated as academic dishonesty by both parties.

Similarly, when attendance is taken, I will not sign for anyone else. I understand that if I do so, it will be treated as academic dishonesty by both parties.

I further understand that if any of these statements are found to be false, I will automatically receive a zero for the work. In addition, I understand that the incident will be reported to the Dean in charge of enforcing Academic Integrity Policy at my College and the most severe University penalty that applies will be sought.

(Don't sign. This copy is for you to keep)

Signature

Date