CONCEPTS IN BIOLOGY  119:100
Spring 2016  Dr. Transue

INFORMATION AND POLICIES

GENERAL INFORMATION:

The goal of Concepts in Biology (Bio 100) is to prepare students for the General Biology sequence and other science courses that they may take. Concepts in Biology is specifically 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. Non-major students should speak with Dr. Transue immediately upon entering the course! Science students at the junior class standing or above will be considered only if all interested first and second year students have been accommodated and after both their Dean’s office and Dr. Transue have approved. Bio 100 is a 4-credit course; the credits count toward your degree, but not any biology major requirements.

Along with reviewing biological topics, Bio 100 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 115/116: If you plan to major in the life sciences (any of subject indexes 119,146, 447, or 694), you must take Bio 115 and Bio 116. Bio 100, does not replace either Bio 115 or Bio 116. 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 116 during the immediately following spring semester if they choose to do so; otherwise, Bio 115 must be taken prior to Bio 116. This policy does not apply to students in the spring. Students who register inappropriately in General Biology 116 will be deregistered. Most will students begin the Bio 115/116 sequence the following fall.

SPECIFIC COURSE POLICIES:

Attendance: Attendance to both lecture and lab is mandatory. Attendance is taken at every class meeting. In both laboratory and 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 for others: this will be treated as academic dishonesty. If you arrive late, sign in at the end of the period. Students are responsible for all material covered in lecture and laboratory including announcements made in the lecture or laboratory. Students with more than two (2) unexcused absences from laboratory will automatically fail the course. If your signature does not appear on the attendance sheet, you will receive no credit for activities associated with that class meeting.

Unexcused absences will cause all work and grades associated with that class meeting to be forfeited, including work done that day or due that day. Students will not be admitted to a laboratory meeting other than their assigned section without prior approval of both TAs and Dr. Transue. Students who inappropriately attend a laboratory meeting will not receive credit for work completed in that session. Makeup labs must be arranged through your TA or Dr. Transue.

Acceptable excuses are:
(1) Illness - a Doctor's letter verifying your inability to attend class is required; just being seen by a physician is not sufficient. Contact your Dean of Students' office if you need assistance obtaining appropriate documentation (http://deanofstudents.rutgers.edu/).
(2) Death in the Family/Family Health Emergency - contact your Dean of Students’ office so that they may verify the circumstances and send a confirming letter to Dr. Transue (http://deanofstudents.rutgers.edu/).
(3) Religious Reasons - we may ask for confirmation from your religious leader (only one religion/semester).
Upon registering for Bio 100, review your calendar to see if you will have any religious observance conflicts. If you will have any conflicts, use the Bio 100 course page's Miscellany link to obtain a Notice of Expected Absence Due to Religious Observance form. Print and complete this form as directed and return to your lab TA at the first meeting so that we can plan for your absence. Failure to inform us in this manner will negate your access to makeup opportunities and any related absences will be considered as unexcused.

(4) University Sports event - provide a letter from your coach. Intramural and non-University club sports are not included in this category; course commitments have precedence over non-University sport events.

If you do not have an acceptable excuse, you forfeit any points associated with the class meeting or exam including assignments due that day or work conducted that day. **If you are absent from laboratory, lecture, or examination, it is your responsibility to contact us and provide a written excuse within one week of your return to classes; 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, accommodation, and conflict exams must be made by 1200 noon Thursday the week before the scheduled exam. Students failing to make timely arrangements must take the exam at the regularly schedule time. Accommodations will only be provided for students who have provided Dr. Transue their Disabilities Accommodations letter before the deadline as well.

**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. Participation grades will be lowered because of tardiness. **If your signature does not appear on the attendance sheet, you will receive no credit for activities associated with that class meeting.**

**Deportment:** You are expected to turn off, put away, and not use cameras, cell phones, iPods, MP3 players, PDAs and similar electronic devices during lecture and laboratory. While using computers for note-taking is acceptable, use of computers during class for emailing, games, web surfing and other non-course related activities is not acceptable; violators will be excluded from the classroom. Repeat offenders will be excluded from class pending a meeting with Dr. Transue and a disciplinary Dean. 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 in the Attendance section, leaving lecture or laboratory for phone conversations is not acceptable; in particular, lab participation grades will be lowered and missed activities will be considered unexcused.

Any willful damage or defacement of University property will be regarded as vandalism and will be reported to the University Police; this includes writing on lab furniture and materials. Any unauthorized use or attempt to tamper with the laboratory computers will be considered both as defacement of University property and a violation of academic integrity. Both the University Police and appropriate Dean's Office will be notified.

**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% 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 for transference of answers to the scantron.
Requests for conflict and accommodation exams must be made by 1200 noon Thursday the week before the scheduled exam. Accommodations will only be provided for students who have provided Dr. Transue their Disabilities Accommodations letter before the deadline as well. Students failing to make timely arrangements must take the exam at the regularly scheduled time.

Grading:

<table>
<thead>
<tr>
<th></th>
<th>Lecture (60%)</th>
<th>Laboratory (40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>10%</td>
<td>Department</td>
</tr>
<tr>
<td>Exam 2</td>
<td>10%</td>
<td>Major Quizzes</td>
</tr>
<tr>
<td>Exam 3</td>
<td>12%</td>
<td>Lab Work &amp; Activities</td>
</tr>
<tr>
<td>Final Exam</td>
<td>18%</td>
<td>Lab Report</td>
</tr>
<tr>
<td>Quiz, Class &amp; Homework</td>
<td>10%</td>
<td>Final Practical</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

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. A student whose final average is 60% or above must also have earned:

1. at least a 60% on one lecture exam and
2. have earned at least 60% of the available laboratory points (individual categories may be less than 60%, but all workshop categories combined must be at least 60%; add the values related to workshop in the Weighted Grades Summary table on your gradebook page and divide by 40 to determine your standing).

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. 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 Spring 2016 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 Spring 2016 manual which we will provide for you! 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 January 25.

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 will not be admitted and will be considered absent. Students who leave before activities are completed will be considered having an unexcused absence.

Do not wear your best clothes to lab. For safety reasons, bare midriffs, shorts, short skirts, open-toed shoes, sandals/flipflops are prohibited in the laboratory. Students who arrive improperly dressed for lab will be denied entrance and will lose all credit for that laboratory even if they make it up later. In general, students who wear soft contact lenses should wear glasses to laboratory, particularly on days where preserved specimens are used. Soft lenses are permeable to many chemicals, including some used in preserving specimens, so their use in lab is discouraged; students use them at their own risk. Review the accompanying Rules for Laboratory Safety.

Communication: My office is room 214 ARC, (directly across from your lab). Contact me at this email: bio100@dls.rutgers.edu. Messages to other addresses will be ignored. My office phone number is 848-445-2594; 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; please contact me several days in advance of when you would like to meet so that we can better find a time that works for both of us. For non-exam weeks, 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 and our Sakai page.
RULES FOR LABORATORY SAFETY

All students must follow appropriate safety precautions in the laboratory. Know what procedures you will be following, which chemicals you will be handling, and to review safe handling procedures before lab. If you have questions or concerns about lab safety, talk with your instructor immediately. The following rules were developed in consultation with Rutgers Environmental Health and Safety (REHS).

1. Report all accidents and unsafe conditions immediately to your Laboratory Instructor.

2. Know the location of the laboratory and building exits.

3. Know the location and use of safety showers and eyewash stations. If a chemical is splashed into the eyes or on the skin, immediately flush the affected area(s) with water for at least 30 minutes and remove contaminated clothing.

4. Know the location and use of fire extinguishers. Employees and students are not expected to use fire extinguishers to fight fires nor are they trained in their use due to the danger to their personal safety that would result from attempting to extinguish a fire. The fire extinguishers should only be used to clear a path out of the building if you become trapped during a fire.

5. Know the location of the nearest phone and fire alarm pull station. REPORT EMERGENCIES BY DIALING UNIVERSITY POLICE AT 911.

6. Know the potential hazards of the materials that you will use. Material Safety Data Sheets (MSDS) may be found in 247 ARC. MSDS can be reviewed online at http://rehs.rutgers.edu/rehs_msdssinfo.html, accessed by either the chemical name or the Chemical Abstract Service (CAS) number.

7. Treat all sharp objects with exceptional caution. Report any blood spill (even if minor) to your instructor.

8. Follow written procedures, and instructions. Perform only authorized work. If there are questions, ask your laboratory instructor. Follow the specific handling instructions for each chemical outlined in the lab manual.

9. Wear eye protection in the laboratory when instructed to do so. Splash-proof safety goggles are required when transferring potentially dangerous solutions (e.g., pH <5 or >8).

10. Wear proper clothes to protect the body against chemical spills, dropped objects, etc. This prohibits the wearing of bare midriffs, shorts, short skirts, open-toed shoes or sandals/flipflops in the laboratory. Students improperly dressed will be excluded from lab and will lose all credit even if the lab is made up at another time. Use of rollerblades, scooters, heelies, etc. is not permitted in the laboratory or building.

11. Do not eat, drink, smoke, chew gum, use any type of tobacco product, or apply cosmetics in the laboratory.

12. Confine long hair and remove ties, other articles of clothing or jewelry while in the laboratory.

13. Do not pipette by mouth.

14. Wash hands frequently when handling chemicals and before leaving the laboratory. Remove all protective gear, such as gloves, before leaving the laboratory.

15. Do not play in the laboratory. Any “horseplay” among students will result in their immediate dismissal from the laboratory with no assignments accepted for that day. Continued disregard for lab safety will be reported to the Office of Student Conduct.
Academic Integrity Acknowledgment

You will receive a separate Academic Integrity Acknowledgment form at the end of this packet; a completed copy of this policy 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. This page is for you to keep in your files.

I have read and understand the Rutgers University Policy on Academic Integrity and appreciate that I am expected to act in accordance with this Policy. 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.

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.

In addition:

a. 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.

b. When attendance is taken in laboratory or lecture, I will not sign for anyone else. I understand that if I do so, it will be treated as academic dishonesty by both parties.

c. In laboratory, desktop and laptop computers will occasionally be used. I acknowledge that these computers are only for use in course sanctioned laboratory activities. I will not “surf the web,” check or send emails, or otherwise use these computers for my private purposes. I understand that if I violate this policy that I will be immediately asked to leave the laboratory and that all points associated with that day's laboratory will be forfeited. I understand that I will not be allowed to return to laboratory until I have met with the professor in charge of the course. Repeat offenders will be excluded from the laboratory pending resolution of academic integrity hearings and thus risk failing the course.

d. I will not alter any computer settings, including desktop images and wireless adapter settings. I understand that if I violate this policy that I will be immediately asked to leave the laboratory and that all points associated with that day's laboratory will be forfeited. Moreover, any unauthorized use or attempt to tamper with the laboratory computers will be considered both as defacement of University property and a violation of academic integrity. Both the University Police and appropriate Dean’s Office will be notified. Offenders will be excluded from the laboratory pending resolution of legal proceedings and academic integrity hearings and thus risk failing the course.
Learning Pyramid

- Lecture: 5%
- Reading: 10%
- Audio-visual: 20%
- Demonstration: 30%
- Group Discussion: 50%
- Practice by Doing: 75%
- Teaching Others: 90%

Adapted from National Training Laboratories, Bethel, Maine

NTI Institute for Applied Behavioral Science
300 N. Lee Street, Suite 300, Alexandria, VA 22314 1-800-777-5227
Academic Integrity Acknowledgment

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

Name: _______________________________________________________(print)

I have read and understand the Rutgers University Policy on Academic Integrity and appreciate that I am expected to act in accordance with this Policy. 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:

a. 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.

b. When attendance is taken in laboratory or lecture, I will not sign for anyone else. I understand that if I do so, it will be treated as academic dishonesty by both parties.

c. In laboratory, desktop and laptop computers will occasionally be used. I acknowledge that these computers are only for use in course sanctioned laboratory activities. I will not "surf the web," check or send emails, or otherwise use these computers for my private purposes. I understand that if I violate this policy that I will be immediately asked to leave the laboratory and that all points associated with that day's laboratory will be forfeited. I understand that I will not be allowed to return to laboratory until I have met with the professor in charge of the course. Repeat offenders will be excluded from the laboratory pending resolution of academic integrity hearings and thus risk failing the course.

d. I will not alter any computer settings, including desktop images and wireless adapter settings. I understand that if I violate this policy that I will be immediately asked to leave the laboratory and that all points associated with that day's laboratory will be forfeited. Moreover, any unauthorized use or attempt to tamper with the laboratory computers will be considered both as defacement of University property and a violation of academic integrity. Both the University Police and appropriate Dean's Office will be notified. Offenders will be excluded from the laboratory pending resolution of legal proceedings and academic integrity hearings and thus risk failing the course.

______________________________________________________________

Signature

______________________________________________________________

Date