BIOL 104 - Principles of Biology I - Fall 2013

Lecture Syllabus for Sections 01, 01F, 02, and 02F

Course Schedule
Class meetings are on Mondays, Wednesdays, and Fridays in Baer-Fuller Lecture Hall. Sections 01 and 01F meet from 9:00-9:50 am, and Sections 02 and 02F meet from 10:00-10:50 am.

Instructor
Dr. Laurie Russell, Associate Professor, Biology Department
Email: russell2@slu.edu
Phone: 977-3924
Office: Macelwane Hall, Room 206
Office hours: Tuesdays 11:00am-1:00pm, and by appointment (you can email me for a link to my Google Calendar, if you need to set up an appointment outside of office hours)

Undergraduate Teaching Assistants
Mr. Chris Odehnal, codehnal@slu.edu
Mr. Michael Meyer, mmeyer52@slu.edu

Course Description
BIOL 104 is the first course of the two-semester Principles of Biology sequence. In BIOL 104 you will learn about biological macromolecules, cell structure and function, gene structure and expression, animal anatomy and physiology, and animal development. The course includes two weekly class meetings and one weekly laboratory session. In addition to learning biology facts and concepts, in this course you will practice applying critical thinking and problem-solving skills, and interactive exercises will be an important learning tool in the classroom.

This introductory biology course has two components, the lecture and the laboratory. You need to be enrolled in both. The laboratory component assessment will count toward 25% of your total grade for the course.

This syllabus applies to the lecture portion of the course only. The laboratory part of the course has separate goals, syllabus, schedule, and Blackboard site. The laboratory coordinator is Dr. Tim Dooley (Email address: tdooley1@slu.edu, Phone number: 977-3917, Office: Macelwane Hall, room 18). All questions about the laboratory should be directed to your laboratory teaching assistant or to Dr. Dooley.

Course Learning Goals
Upon completion of BIOL 104, you will:

1. Know basic principles of biology relating to the origin and definition of life, the chemical composition of cells, cell structure and organization, cellular metabolism, the basis of heredity, animal development, and animal structure and function.
2. Be able to use your knowledge of biological principles and to apply scientific reasoning to:
   - analyze problems;
   - interpret evidence;
   - articulate and/or evaluate explanations;
   - create and/or interpret models and representations of biological systems and processes.
Course Materials (available at the SLU Bookstore)
- Textbook: Morris et al. (2013). Biology – How Life Works, 1st ed., Freeman-MacMillan. Available through the SLU bookstore as a hard-bound or a loose-leaf volume. This textbook will be used in both the fall (BIOL 104) and spring semesters (BIOL 106).
- i>Clicker 2. This is a “clicker” that we will use in class for interactive exercises. Instructions for setting up and registering your clicker online are provided on the course site in Blackboard.

ONLINE RESOURCES

Blackboard (Bb)
Blackboard (Bb) is the web-based course management system that we use at SLU. This is your primary source of information regarding the course. Through Blackboard you may access the course syllabus and schedule, the lecture slides in PDF format, the course grade book, web links for tutorials, up-to-date course announcements, and other materials relevant to the course. Surveys and homework assignments may be administered through Blackboard.
Logging In: You may access the Blackboard site at https://blackboard.slu.edu/. To log in, use your SLU Net ID (the same as your e-mail user name) and password. Under the Course List, click on the course titled FL2013-BIOL-104 Sections 01, 01F, 02, 02F to access the lecture web site. If this course does not appear in your course list, please inform Dr. Russell.

How Life Works LaunchPad
New Biology textbooks will include a Student Access code for the book companion website, LaunchPad http://www.whfreeman.com/launchpad/morris1e/189019).

You are welcome to use any and all online resources available through LaunchPad,
We will use LaunchPad for required homework assignments. Therefore, you need to create a login and register with your SLU email user name. Credit you earn for assigned work in LaunchPad will be included in your Blackboard Gradebook only if you register with your SLU user name!!!
earn 100% of the Assignments points because 10% of the total possible points will be dropped at the end of the course. Homework assignments are primarily a study tool and it is in your best interest to complete them in a timely manner. If you accidentally miss a deadline, you are encouraged to complete the assignment anyway for your own benefit, even though no credit will be awarded for late homework assignments.

**Grades**

Your grade for the course will be based on the following:

- 45% In-class exams (3 exams, each worth 15%)
- 15% Cumulative Final Exam
- 15% Assignments & Quizzes (calculated based on 90% of the total possible points)
- 25% Laboratory
- 100% Total

Grades for the course will be calculated based on your performance on the above items. Mid-term and semester averages will be rounded to the nearest tenth of a point for assignment of letter grades. Letter grades will be assigned according to the following scale:

- A  93.0-100%
- A- 90.0-92.9%
- B+ 87.0-89.9%
- B  83.0-86.9%
- B- 80.0-82.9%
- C+ 77.0-79.9%
- C  73.0-76.9%
- C- 70.0-72.9%
- D  60.0-69.9%
- F  0-59.9%

**ACADEMIC RESOURCES**

There are many resources available to help you to succeed in this class:

- The course instructor will hold regularly scheduled **office hours** (see the first page of the syllabus for times and location). Office hours are a time that your instructor has set aside to be available to students; therefore, no individual appointments will be scheduled during office hours, and students will be seen in the order they arrive. If you need to meet with Dr. Russell and cannot attend her scheduled office hours, please send her an e-mail, and she will be happy to arrange an appointment with you at another time.

- The **lecture teaching assistants** (TA) will each be available once a week for office hours. Details on the time and location of TA office hours will be provided in class as soon as they are available. You may also make individual appointments with your lecture TA; these should be scheduled in advance via e-mail (your TA’s contact information is on page 1 of this syllabus).

- **Free tutoring** is available through the Student Success Center. If you need to set up a tutoring appointment, please visit the Student Success site website at [http://www.slu.edu/academic-support/tutoring-and-supplemental-instruction](http://www.slu.edu/academic-support/tutoring-and-supplemental-instruction) or contact the Student Success Center at 314-977-3484. Several tutors are available for this course with appointments at a wide variety of times.

- **Supplemental Instruction** is a program sponsored by the Student Success Center. The Supplemental Instruction Leader is an experienced SLU student who has already taken BIOL 104. The SI leader provides additional support by facilitating out-of-class small group study sessions that focus on active, collaborative learning. Information on the time and location of the SI-led meetings will be provided through Blackboard as soon as it becomes available.
How to Succeed in BIOL 104

- College courses typically require a significant time commitment outside of class to enable students to master the material. A good rule of thumb is that for every 1 hour spent in lecture each week, a typical student who does well in the course will spend about 3 hours studying and preparing for class. Any individual student may need to spend more or less time than this average.

- Learning and understanding Biology requires acquiring a large amount of scientific vocabulary and knowing the basic composition and structure of living systems. In this section of BIOL 104, you will be provided with recorded lectures (Tegrity screencasts), PDF slides, readings and homework exercises that will help you learn terminology and structural concepts before coming to class. Information that is assigned before class will not be repeated “as is” but will represent the foundation upon which, in class, we will build a deeper understanding of how and why processes occur. To take full advantage of class time, you need to come to class prepared: it is your responsibility to study the assigned materials and to complete the related homework in a timely manner.

- Don’t cram! This course includes a large amount of information, and the best strategy is to study throughout the semester, keeping up with readings and assignments. If you are uncertain whether you understand a concept, or have questions on the meaning of something, do not wait until the last minute before an exam to clear your doubts!

- You are encouraged to form study groups and to study together; this is often a very successful strategy for improving your understanding of the material.

- You are encouraged to use any or all of the academic resources available to you, depending on what you find most helpful. If you find that you need help, please don’t hesitate to ask. We want all students to be successful in this course.

Disability Services and Accommodations

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.

- University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Student Success Center (BSC 331) or by going to www.slu.edu/success.

Students who believe that, due to a disability, they could benefit from academic accommodations are encouraged to contact Disability Services at 314-977-3484 or to visit the Student Success Center in Busch Student Center. Confidentiality will be observed in all inquiries. Course instructors support student accommodation requests when an approved letter from Disability Services has been received and when students discuss these accommodations with the instructor after receipt of the approved letter.

Please note that it is the student’s responsibility to contact Disability Services to receive approval for any necessary accommodations. If you require or think you require academic accommodations, you should contact Disability Services as soon as possible, preferably at the beginning of the semester. After receiving approval for accommodations, please make an appointment to meet with Dr. Russell to arrange your specific accommodations for this course. To ensure that there is sufficient time to make the
accommodations that you need, you should meet with Dr. Russell at least two weeks prior to the day when you first need the accommodation (e.g. an exam date).

POLICIES AND EXPECTATIONS

Contacting the Instructor and Teaching Assistant
E-mail is the preferred method of communication for contacting faculty and teaching assistants. We are often able to respond to e-mails more easily and more quickly than we can reply to phone messages. Because the relationship between instructors and students is a professional one, please use your SLU e-mail address rather than a personal e-mail account. Please be sure to include BIOL 104 in the subject line of your e-mail. We will make every effort to respond to e-mails promptly; typically, you can expect a response within 24 hours, or after the weekend.

Attendance
Attendance at all class meetings is expected, and you are responsible for all material covered in class. If you miss class, please obtain notes from another student and check the Blackboard site for the lecture slides. If you miss an assignment, quiz, or graded in-class activity, you will not be able to make up the points that you missed, regardless of the reason for your absence. However, because 10% of the total assignment points will be dropped, you may still be able to earn the maximum number of assignment points for the semester.

Exams
You must bring your SLU student ID with you and present it at all lecture exams. Exams must be taken during the regularly scheduled class time. If you must miss an exam due to illness or other unforeseeable circumstances, please contact Dr. Russell as soon as possible (preferably before the exam) to schedule a make-up exam at the earliest possible time (ideally within 24 hours). Make-up exams will be given only for excused absences with appropriate written documentation of the absence. Examples of unexcused absences include personal travel, personal appointments, and club sports; make-up exams will not be permitted for unexcused absences.

Exam grades will be posted on Blackboard as soon as possible, and exams will be returned during the first class period after grades have been posted.

Grade discrepancies
In the event of a grading error, you should submit a re-grade request to Dr. Russell by e-mail within one week of the date that exams were returned in class. In the subject of your e-mail please indicate “Re-grade Request”. In the e-mail, you need to specify which question was affected. If you wish to challenge the correct answer to a question, you will need to cite the appropriate section of the lecture notes or textbook, and/or provide your reasoning. You do not need to return your scantron or exam with a re-grade request: we maintain copies of all scantrons and exams, and can verify the mistake. Requests received in form other than by e-mail, or later than one week after the exam was returned, will not be considered.

Technology in the classroom
- Cell phones may not be used in class. Please turn off your phone, or switch it to silent mode and put it away before you come to class, as a courtesy to others. Because we understand that in exceptional circumstances you may need to answer an important phone call, we ask that you
quietly leave the classroom and take the call outside. Use of a cell phone during an exam or a quiz will be considered an academic integrity violation and will be handled accordingly.

- Use of **laptop computers and tablets** (e.g., iPads and e-readers) in class is not permitted. However, if you need to use your laptop, you may request the appropriate accommodation (please refer to the Disability Services and Accommodations section of this syllabus). After you have obtained an accommodation, please inform your instructor that you will be using your computer in class.
- During exams, **no electronic devices** may be used. This includes cell phones, ipods, computers, translators, graphing calculators, and electronic tablets (e.g., ipads). Use of any electronic device during an exam will be considered a violation of the academic integrity policy and will result in a 0 for the exam.

**Saint Louis University Withdraw/Drop Policy**

The deadline to drop a course without receiving a “W” is Friday, September 6. The deadline to withdraw from the course with a “W” is Friday, November 1. If you need to drop or withdraw from a course, please see your academic advisor, who can assist you with the process.

**Academic Integrity**

The following is an excerpt from the Saint Louis University Undergraduate Catalog:

*The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students but also undermines the validity of the University’s evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.*

*Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented as the student’s own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student’s work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in an act of academic dishonesty, and making unauthorized use of technological devices in the completion of assignments or exams.*

*Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigations of violations will be conducted in accord with standards and procedures of the school or college through which the course or research is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or college in which the student is enrolled. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University.*

*Academic dishonesty in any form is taken seriously and will not be tolerated in this course. It is the responsibility of any student who observes dishonest conduct to bring it to the attention of a faculty member or laboratory coordinator. All instances of academic dishonesty will be reported to the Academic Honesty Committee and the Dean of the College of Arts and Sciences. The minimum penalty for an act of academic dishonesty is the assignment of a grade of 0 for the assignment or exam in question; other possible penalties include lowering of the course grade and assignment of a failing grade for the course. The Academic Honesty Committee may impose these or other sanctions, including disciplinary probation, suspension, and dismissal from the University.*