**BIOLOGY 1B COURSE SYLLABUS**

**Summer 2018**

**Course Description:** Biology 1B is a general introduction to organismal diversity, ecology, and evolutionary biology. It is intended for students majoring in the biological sciences, but it is open to all qualified students. Students must take both Biology 1B and 1A/1AL to complete the General Biology sequence. Either course can be taken first or second.

**Course Website:** http://ib.berkeley.edu/courses/bio1b/ This website contains lecture and lab schedules and contact information.

**bCourses:** Lecture schedules, readings, and other materials posted by the professors and pre-lab reading and assignments are available in the Files section of the bCourses site. Grades and important announcements will also be posted to bCourses. Please make sure your personal bCourses settings are configured to receive announcements by email. Check the bCourses homepage for important links and information.

**Lectures:** Monday, Tuesday, Wednesday, Thursday 12:30 PM – 2:00 PM in 155 Dwinelle Hall. Please note that the Biology 1B lecture is NOT webcast during the summer session.

Do not enroll in other courses scheduled for the same time as Biology 1B lecture, labs, or exams. Lab attendance is mandatory. Exams will not be offered at any time other than the published exam times. See the list of exam dates in the Exams section below.

**Professor:**

Dr. Alan Shabel, email: shabel@berkeley.edu

Office: 1114 VLSB (office hours are held in 2195 VLSB, see the schedule linked from bCourses)

*Note: If you have course-related questions, please contact your lab instructor first.*

**Course Coordinator** (academic issues, lab concerns):

Joshua Povich, email: povich@berkeley.edu

Office: 2002 VLSB, Phone: 510-643-0448

**Administrative Coordinator** (enrollment, lab attendance, DSP, student athletes):

Brett Boltz, email: bboltz@berkeley.edu

Office: 3057 VLSB, Phone: (510) 664-9865

**Textbook & Text Resources Online:** Campbell *Biology*, 10th or 11th edition, is the recommended text for Biology 1B. The text is not required this summer. Campbell Biology 11th edition is available from the Cal Student Store packaged with a code for 2 years of access to the *Mastering Biology* online resources and an electronic version of the text (e-Text). 11th edition texts with 2yr access codes may be available for rent from the Cal Student Store at a reduced price.
Biology 1B does not require the text or online resources (*Mastering Biology*), however the online resources can be a good supplemental resource.

For those planning to take Biology 1A:

- Biology 1A *DOES* require the most recent version of Campbell *Biology* with access to the online resources.
- If you plan on taking Biology 1A *in a future semester*, then purchasing the package with the access code from the Cal Student Store is likely the least expensive option.

For those NOT planning to take Biology 1A:

- The Cal Student Store offers text rentals that include 2yr access to online materials.
- You may purchase 6-month access to the electronic version of the textbook, access to other online materials. See bCourses for details.
- A small number of copies of the text are on reserve in the Biosciences Library (in VLSB). These may be in high demand before exams.

**Classroom Technology & Lecture Resources (Top Hat):** An application called Top Hat will be used throughout the course. Top Hat is a required resource for the course. See bCourses for enrollment instructions. All enrolled students are expected to participate (via Top Hat) during lecture. Your participation will help to build a learning community during class. Additional readings, lecture-related content, and forum discussions will also be hosted in Top Hat. Although no points are associated with Top Hat participation, content available through Top Hat may be included on lecture exams.

**Asking Questions Online (Piazza):** Students are encouraged to attend lecture, ask questions, and to participate in faculty and lab instructor office hours. Outside of lecture and office hours, please use Piazza in bCourses to submit questions. Instructors and students can answer questions submitted there and everyone can benefit by seeing responses. Please do not send questions directly to faculty by email, we want to encourage whole-class conversations and peer-to-peer learning. Piazza and office hours are best for questions to aid in understanding topics presented in lecture. Questions about lab should either be addressed in lab, or you can visit a lab instructor during office hours.

*Questions about schedules, logistics, due dates, course policy?* Please first look on bCourses and/or ask your lab instructor. Course coordinators are also happy to answer questions about logistics and course policy. After these options you can use the “Logistics” folder on Piazza to post a question. However, Piazza is not the best place for a time-sensitive question.

Students can choose the option of posting questions to Piazza anonymously or with the option to display their name. Anonymous posts are only anonymous to other students, and we expect you to strive to be respectful and courteous at all times. All posts to Piazza should be respectful, courteous, and follow Berkeley’s code of conduct.

**Laboratory Materials:**

Enrolled students will be charged a Course Materials Fee (CMF) to cover lab materials and transportation, see the course description in the online Schedule of Classes for details.

Pre-lab readings (lab introductions) are posted to the Files area of bCourses. Students must read the posted material for all the exercises *before* coming to lab. There is not enough time to do this during class. The reading will help prepare you for lab and weekly pre-lab quizzes. **Students must bring posted lab materials to lab for reference**, when a digital version will suffice this will be indicated in the document.
Lab Attendance: Students are required to attend all of their scheduled lab sections. If you miss a lab without an excused absence (see below), you will receive no credit for that lab and the associated quiz and assignments. If you have to miss a lab due to a medical or other emergency/conflict beyond your control, you must contact your lab instructor AND the Administrative Coordinator, Brett Boltz (bboltz@berkeley.edu) before the end of the lab session you are missing. Failure to contact the Administrative Coordinator before the end of your missed lab will disqualify you for a make-up lab and result in an unexcused absence. If you are too ill to contact Brett Boltz prior to the end of your lab session, medical documentation will be required. See the following details.

Lab Make-Ups: In the event that you must miss a lab with a qualifying reason (circumstance beyond your control) and if space allows, Brett Boltz will authorize a lab make-up within the same week (Mon/Tu or W/Th). Make-up labs are only offered during the two days that a given lab is held. You must have a blue lab make-up form from Brett Boltz to attend a make-up lab. Documentation of the circumstance is generally required to receive approval to attend a make-up lab, including illness. Brett will inform you as to what documentation is needed depending on individual circumstances. Make-up labs are authorized at the discretion of the Administrative Coordinator.

Excused Absences: In the event that you miss a lab and cannot attend a make-up lab within the same week, Brett can authorize an excused absence. Excused absences are given at the discretion of the Administrative Coordinator. Excused absences are granted when qualifying documentation is provided. All documentation to support an excused absence must be received within two weeks of the missed lab. Failure to provide documentation within two weeks may result in an unexcused absence.

More than two absences from lab (regardless of whether they are excused or unexcused) may result in a failing grade for the course.

Quizzes: Quizzes will be given at the beginning of each lab period, except for the first lab period and before the field trip to the botanical garden. If you are late to class, you will not be given additional time. Make-up quizzes will not be given. Please arrive to lab on time. If authorized for a make-up lab (see above) you are required to take the quiz given in the make-up section that you are scheduled for.

Office Hours: You are encouraged to attend office hours to discuss/ask questions about the lecture material. Lab instructors will hold an office hour once per week in 2195 VLSB. You may attend any of the lab instructor office hours, even if they are not your section instructor. Times will be posted on the office door and on the online bCal calendar titled Bio1B Office Hours.

Exams: Summer midterms are scheduled for the same time and location as lecture: 12:30-2:00 PM in 155 Dwinelle Hall. There are three lecture exams:

- MIDTERM #1: Thursday July 5th
- MIDTERM #2: Tuesday July 24th
- MIDTERM #3: Thursday August 9th

You will be able to review graded exams during office hours up to 1 week past the exam date only. You are not allowed to take notes or photographs when reviewing the exam. You may not keep your exam. If you leave the exam room, lab room, or office hours with an exam (digital or hard copy versions, notes or photos), this will be considered cheating and you will receive a 0 for that exam and may be prosecuted for academic misconduct. Electronics, paper, pens, pencils and any other note-taking devices are not allowed during exam review. All such items should be stowed during exam review.

THERE ARE NO MAKE-UP EXAMS either before or after the scheduled exam time. If you miss one midterm due to illness, family emergency, etc., you must present a written, verifiable excuse to the Administrative Coordinator, Brett Boltz. Your midterm grade will be pro-rated at the end of the semester.
Any issues that interfere with taking or completing an exam must be brought to the attention of an instructor or course coordinator before you submit your exam.

If you have religious obligations that conflict with an exam time please see Brett Boltz at the beginning of the summer session to make arrangements. Do not schedule travel that conflicts with exams, there will be no accommodation for travel conflicts.

**Grading:** Overall course letter grades are determined by the total number of course points that you receive during the semester. Below is a breakdown of the total possible points in the course:

- 3 Midterms (150 pts each) =450 pts
- Lab =300 pts
- Total =750 pts

Letter grades will be determined at the end of the semester. The cutoffs for letter grades are typically A-≥90% (675pts), B-≥80% (600pts), C-≥70% (525pts), D-≥60% (450pts), and F<60% (<450pts), and the cutoffs may be lowered at the professor’s discretion.

**Working in groups:** This approach has been very successful in Biology 1B. In lab, you will be divided into groups of two to four students. In general, all the students in a group receive the same grade on a lab exercise. Students are expected to contribute equal shares of work on group assignments. Students are expected to communicate with group members (via email or bCourses) and to work outside of class as necessary to complete assignments. Group contribution forms provided with lab assignments must be completed and signed by each group member when the assignment is submitted. The expectation is that group members will contribute equally or nearly so to each assignment. When this is not the case it should be recorded and brought to the attention of a lab instructor so that a better working strategy for the group can be implemented. Assignments submitted without complete contribution forms will not be graded. If you have trouble working with a group member or with your group as a whole, please talk to your lab instructor or the Course Coordinator as soon as possible. All comments will be confidential.

**DSP Students:** Students who have been issued a letter of accommodation from the Disabled Students Program (DSP), please see your lab instructor as soon as possible to work out the necessary arrangements. It is the student’s responsibility to meet with a course instructor or administrator at the beginning of the semester to discuss class attendance and participation expectations. If you need an accommodation and have not yet seen a Disability Specialist, please do so as soon as possible. **It is not advisable to schedule classes so that you have back-to-back tests with extended time.** Any questions should be directed to Brett Boltz (bboltz@berkeley.edu).

**Repeating the Class:** If you are repeating the class or wish to in a future semester you must repeat the entire course by enrolling in both the lecture and lab sections. Work from prior semesters, whether it is someone else’s work or your own, must not be used as a resource or submitted in a subsequent semester. This is considered academic misconduct. All work must be original to the current semester.

**Withdraw or Drop Deadline:** For information about withdrawing from or dropping Summer Session courses please see the Summer Sessions website: http://summer.berkeley.edu/enrollment-changes/dropping-courses

If you do not drop the course and do not attend lab you will receive an F.

**Do not take this class Pass/Not Pass if you might need a letter grade in the future unless you plan to repeat the course and are eligible to repeat the course.**

**Wait list students:** All wait list enrollment is done on CalCentral.
Switching sections and adding the class: Switching sections can occur on a very limited basis. You can switch into an open (space available) section on CalCentral. This should be done by Friday, June 15th at the latest (you will not be able to switch on CalCentral after this date). If you have a question about your schedule or enrollment contact the Biology 1B Administrative Coordinator (bboltz@berkeley.edu).

Study Groups and Tutoring: The Student Learning Center at the César E. Chávez Student Center offers study groups and drop-in tutoring specific to Biology 1B. Please see details at http://slc.berkeley.edu/biology-1b

Incomplete "I" Grades: To be eligible for an Incomplete, a student must complete at least half the course material with a passing grade of "C" or better and document evidence of the inability to complete the course for a reason beyond the student’s control. Students have one semester to complete the course or the "I" becomes an "F". Students currently making up an “I” should e-mail Brett Boltz, bboltz@berkeley.edu, at the start of the semester.

Recommendations: If you expect to ask for a letter of recommendation, even a year or two from now, see your lab instructor at the beginning of the semester. Your lab instructor is your primary contact in this course and will get to know you better than anyone else. The professors in the course may co-sign a letter of recommendation that is written by a lab instructor.

Undergraduate Student Instructors (UGSI): Students who have done well in the course, enjoy the subject, and who have been recommended by their lab instructor are encouraged to apply for UGSI positions. If you are interested in participating in Biology 1B as a UGSI in the future, contact your lab instructor. UGSI responsibilities include a weekly lab prep. meeting, a four-hour lab once per week, and the design and presentation of at least one original lab introduction and study guide (the most up-to-date requirements will be provided at the time a position is offered). Successful UGSI’s receive 2 units of credit.

Lawrence Hall of Science (LHS): UC Berkeley students can apply to work with children at the LHS and receive one unit of credit. See Research and Teaching Opportunities on the Biology 1B web site. Credit in this program is separate and independent of course credit in Biology 1B.

Safe, Supportive, and Inclusive Environment: Biology 1B welcomes all students and values everyone’s participation. The classroom, lab, online forums, study spaces, and work place should be safe and inclusive environments for everyone. The Office for the Prevention of Harassment and Discrimination (OPHD) is responsible for ensuring the University provides an environment for faculty, staff, and students that is free from discrimination and harassment on the basis of categories including race, color, national origin, age, sex, gender, gender identity, and sexual orientation. Questions or concerns? Call (510) 643-7985, email ask_ophd@berkeley.edu, or go to http://survivorsupport.berkeley.edu/.

Limits to Confidentiality: As UC employees, all course instructors and staff, including faculty, lecturers, GSIs, and course coordinators, are designated as Responsible Employees. As Responsible Employees, all instructors and staff are required to report incidents of sexual violence, sexual harassment or other conduct prohibited by university policy to the Title IX officer. In this sense, reports of sexual harassment or sexual violence cannot be kept confidential, however, the Title IX officer will consider requests for confidentiality once an incident has been reported. There are confidential resources available to students, including the CARE Advocate Office (http://sa.berkeley.edu/dean/confidential-care-advocate), which serves survivors of sexual violence and sexual harassment. While these limits to confidentiality can help in deciding what to share, please do not hesitate to contact instructors or course administrators for assistance finding resources or other support.

Student Support Services: The University offers support in a variety of areas. Biology 1B faculty, lab instructors, and staff are happy to assist you in finding support services. Below are just some of the available resources:
Sexual Violence & Sexual Harassment Support & Prevention: http://survivorsupport.berkeley.edu/

Mental Heath Concerns: https://uhs.berkeley.edu/counseling/urgent

UHS Emergencies & Crises: https://uhs.berkeley.edu/emergency

Undocumented Student Support: https://undocu.berkeley.edu/

**Cheating, Plagiarism, Academic Misconduct, Keeping a Copy of a Midterm:** Students are not allowed to keep exam copies. Leaving the exam room with your exam, or any form of copies of exam questions is considered cheating. Students who leave the exam room before the end of the exam period are required to turn in their exam materials and will not be permitted to return. No calculators, phones, or other electronic devices are allowed during exams. All electronic devices must be off and stored out of site.

UC Berkeley's honor code states "As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others." As a tool to promote academic integrity in this course, written work submitted via bCourses may be checked for originality using Turnitin. If you have questions or concerns about the use of this software please contact the Course Coordinator (povich@berkeley.edu). All assignments submitted to Turnitin are subject to Turnitin’s terms of agreement.

It is every student’s responsibility to understand what constitutes academic misconduct, to understand what plagiarism is, and to understand how to avoid misconduct.

The UCB Division of Student Affairs provides definitions for what constitutes cheating and plagiarism here: http://sa.berkeley.edu/conduct/integrity/definition.

The UC Berkeley library website is also a resource for what constitutes plagiarism along with some links to information about how to avoid plagiarizing: http://www.lib.berkeley.edu/instruct/guides/citations.html

Additional resources and information are linked from the bottom of the Biology 1B bCourses home page.

If you have questions about what constitutes plagiarism please read this information and follow-up with your lab or course instructors if necessary.

Cases of cheating (including attempted cheating) will be reported to the Office of Student Conduct. The standard procedure for dealing with first-time cheaters is: (1) An “F” in the class; (2) A letter in your file that identifies you as a cheater (this letter, upon request, will be sent to medical and graduate schools, employers, etc.); (3) Hours of campus service; and (4) Risk of suspension or dismissal. It just isn’t worth it. If you are having trouble with a deadline or assignment, talk to your lab instructor. Take steps to avoid making a bad choice. Please read Warning to Cheaters in the Announcements on our web page.

Working diligently and using the course resources will allow you to master the material.

*We hope that you enjoy your semester of Biology 1B!*