BIOLOGY 1B COURSE SYLLABUS

Summer 2019

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 and readings, and pre-lab readings and assignments, are posted to the Files section of the course 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 2050 Valley Life Sciences Building (VLSB). 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 hours will be held in 2195 VLSB (or there will be a sign on that door indicating an alternate location); see the schedule linked from bCourses.

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

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. See the course Schedule and Readings on bCourses for equivalent reading in other texts.

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 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 the two classes.

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.
• See the Schedule and Readings linked from bCourses for equivalent readings in additional texts.

Classroom Technology & Lecture Resources (Top Hat): 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 allow you to assess your understanding and help to build a learning community during class. Additional readings, lecture-related content, and forum discussions will also be hosted in Top Hat. Content available through Top Hat will be included on lecture exams.

Piazza, a discussion forum for lecture: 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 linked in the bCourses tools to submit and/or respond to questions/follow-up about lecture content. Students and instructors can respond and everyone can benefit by checking in and joining the conversation.

Students can choose the option of posting questions anonymously or with the option to display their name. Anonymous posts are only anonymous to other students. Piazza is intended for content-related questions, discussion about lecture concepts. Questions about scheduling or course logistics can be asked in the Logistics folder, however, please first check bCourses or ask lab instructors.

Piazza is at best a conversation where everyone contributes. Start a conversation with an explanation of your own understanding first, then those who respond can better identify where the misunderstanding may be. Note that the volume of questions may increase just before exams. Questions posted in close proximity to exams may not receive answers due to time constraints. Ask questions as they come up in lecture. Keep up with the course, attend office hours, and visit Piazza for group discussions.

Piazza guidelines and best practices:

• First use the search tool. A discussion thread for your question may already exist!
• Please ask and respond to questions respectfully. The same respect is expected online as in person. Please contact course coordinators with any concerns about online conduct.
• If asking about a specific question or image, please include an image for reference.
• Every posting to Piazza should first include your understanding and can then be followed with a question or explanation about what is not clear. It is important that everyone contributes by first making a best effort to explain their own understanding. Faculty and lab instructors will not respond to questions that ask for definitions or explanations that can readily be found by looking up the information in the text or other course materials.

Students are responsible for course content as presented in lecture. Instructors will assist with accuracy in Piazza responses however, the nature and value of a forum discussion is that many voices and views are presented and we cannot guarantee, and may not be able to check, the accuracy of every response. Be sure to follow-up in office hours if you did not receive an instructor response if you still have questions or did not receive a response.

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 pre-lab quizzes. **Students must bring posted lab materials to lab for reference.**

**Lab Attendance:** Students are required to attend all of your 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 must miss all or part of a lab session due to a medical or other emergency/conflict that is 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 will result in an unexcused absence. If 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. **Documentation of the circumstance is generally required** to receive approval to attend a make-up lab, including absences due to 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. You must have a blue lab make-up form from Brett Boltz to attend a make-up lab.

**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 are given at the beginning of each lab period, except for the first lab period, and except 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 2050 Valley Life Sciences Building (VLSB). There are three lecture exams:

- MIDTERM #1: **Wednesday July 10th**
- MIDTERM #2: **Monday July 29th**
- MIDTERM #3: **Wednesday August 14th**

**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. If an exam absence is approved, the missing midterm grade will be pro-rated at the end of the semester. Only one exam in a semester can be pro-rated; pro-rated scores may not be offered in summer session. 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.

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. Electronics, paper, pens, pencils and any other note-taking devices are not allowed during exam review. All such items must be stowed during exam review.

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.

**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. Course letter grades are based on total course points out of 750 possible course points. The cutoffs for letter grades will not be higher than the standard cutoffs as shown in the table below. Cutoffs may be lowered for the entire course at the professor(s) discretion. The A+ level is an exception and is assigned by the professor(s).

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<td>A</td>
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<td>A-</td>
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<td>B+</td>
<td>86.66%</td>
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For students on the border of cutoffs, faculty will review lab participation and exam grades, as defined below, to determine the course letter grade. Please note that students on cutoff borders are identified based on total course points out of 750 (or less for excused assignments) and *not* on percentage points. Each percentage point in the course represents 7.5 course points. Faculty set the number of points from a cutoff that defines borderline.

**Criteria for receiving the next higher letter grade** for students within the defined borderline range of cutoffs:

- Total course points must be within the defined border of a letter grade cutoff.
- The average of lecture exams (Midterms 1, 2, and 3) must be at the next higher grade cutoff. This metric is used because lecture exams are standardized across the course and represent individual understanding.
- Satisfactory lab attendance and participation; satisfactory lab attendance includes no unexcused lab absences, no more than two absences (excused and/or unexcused), on-time arrival for lab and presence through the end of lab activities. Satisfactory participation requires engagement and equal contribution to group work throughout the semester and no missing individual lab assignments (except in the case of an officially excused lab absence). This is the minimum expectation of all Biology 1B students.
For consideration at the B grade or higher, students must have scored 60% or higher on all exams.

Points are earned by participating throughout the semester. There is no opportunity for extra credit.

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 higher and provide documentation of their inability to complete the course due to circumstances beyond their 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.

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, regardless of 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. If you have questions about this policy please ask.

DSP Students: Students who have been issued a letter of accommodation from the Disabled Students Program (DSP) must bring this to the attention of the course so that we can arrange accommodations as necessary. Please speak to your lab instructor, faculty, or course administration as soon as possible. It is the student’s responsibility to meet with a course instructor or admin. at the beginning of the semester or when a new accommodation is approved 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

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.

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. For enrollment questions please contact Administrative Coordinator Coordinator Brett Boltz (bboltz@berkeley.edu).

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 21st 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: Study groups can be very effective. Form a group with those you work with in lab or use the Discussion tool in bCourses to find other students in the course. As with anyone whom you do not know well, plan to meet in public spaces. The Student Learning Center at the César E. Chávez Student Center offers space for study groups. (http://slc.berkeley.edu/biology-1b) Talk with lab instructors in office hour for more ideas.

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, GSI's, 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 Health Concerns: https://uhs.berkeley.edu/counseling/urgent
  Informal drop-in counselor support, Let’s Talk: https://uhs.berkeley.edu/counseling/lets-talk

- 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. If you have a medical issue that may require you to take a break during the test, please contact the Administrative Coordinator well in advance of the test, medical documentation of your condition may be required. No calculators, phones, smart watches, or other electronic devices are allowed during exams. All electronic devices must be off and stored out of site.

Use of graded work from prior semesters or courses, including your own work, is considered academic misconduct. Use of another student’s work (or your own work from a prior semester) to complete an individual assignment is also academic misconduct. Names of all group members and a contribution form specifying individual contributions are required with every assignment. Omission of a contributor’s name from an assignment means that someone is
representing as their own, work that is not their own, this is plagiarism. Software will be used to identify unoriginal content in assignments submitted to the course.

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 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.**

Reproducing, sharing, or distributing course notes and materials for commercial purposes or compensation is a violation of the Berkeley Campus Code of Student Conduct (University Policy 102.23). This policy includes graded work and recordings of lecture and lab. More detail is available here: http://sa.berkeley.edu/conduct/code-of-conduct/policies

Cases of cheating (including attempted cheating) will be reported to the Office of Student Conduct. The standard procedure for dealing with cheating 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 is not worth it. If you are having trouble completing an assignment by a deadline talk to or email your lab instructor or the Course Coordinator before the due date. Take steps to avoid making the choice to cheat. Receiving a zero is better than receiving an academic misconduct report. Please read Warning to Cheaters in the Announcements on the Biology 1B web page.

Keeping up with lecture, using course resources including office hours, and working throughout the semester, will help you to master the material.

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