

BIOLOGY 1B COURSE SYLLABUS

Summer 2020

Course Description: Biology 1B is a general introduction to organismal diversity, evolutionary biology, and ecology. 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 Biology 1A/1AL to complete the General Biology sequence. Either course can be taken first or second.

Course Website: The course website contains lecture and lab schedules and contact information: <http://ib.berkeley.edu/courses/bio1b/>

bCourses: The lecture schedule and recommended readings, pre-lab readings, and assignments are posted to 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: Lectures will be available remotely and they may be attended asynchronously. Lecture videos will be linked on bCourses and embedded in Top Hat. Keeping up with lectures is essential preparation for weekly labs.

Lecture Participation: A set of questions are provided with each lecture (approximately 3 questions per lecture). These are intended to help you engage with the lecture content and as a self-assessment of your understanding. Lecture questions will be available on the lecture course site on Top Hat. Lecture questions are to be completed individually and within 48hrs after the lecture is posted. After 48hrs, lecture questions will no longer be available for you to respond.

A subset of lecture questions will be graded for a total of 150 possible points out of the course total of 1000 possible points. The expectation is that you will complete all lecture questions soon after each lecture, and this will give you the opportunity to earn all available points. Lecture questions will include both fixed-response and free-response type questions. Fixed-response questions will be graded for correctness. Free-response questions will be graded for participation, and well-reasoned responses will receive full credit.

Labs: Labs will be synchronous, and lab attendance is mandatory. See the Lab Attendance section below for information about lab policies and requests for lab make-ups and excused absences.

Schedule conflicts: You may not enroll in Biology 1B if you have another course at the same time as your lab section, or at the same time as the lecture exams. See the list of exam dates and times in the Exams section below.

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

Online office hours will be held remotely via Zoom; if campus access becomes available, it will also be possible to meet for in-person office hours, at a safe distance, of course. See the office hours schedule linked from bCourses. *If you have course-related questions, please first check the bCourses home page and then contact your lab instructor.*

Course Coordinator (academic issues, lab concerns): Joshua Povich, povich@berkeley.edu.

Administrative Coordinator (enrollment, lab attendance, DSP, student athletes): Brett Boltz, bboltz@berkeley.edu.

Textbook & Text Resources Online: Campbell *Biology*, 10th, 11th, or 12th edition, is an optional text for Biology 1B. The text is not required. Campbell *Biology* 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). Campbell *Biology* with 2yr access codes may be available for rent from the Cal Student Store at a reduced price. See the course Schedule, bCourses, and Top Hat for equivalent readings from other textbooks.

For those planning to take Biology 1A: Biology 1A *does* require access to the online resources from Campbell. 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 textbooks are on reserve in the [Biosciences Library](#) (in VLSB). These may be in high demand before exams. *The Biosciences Library may be closed due to COVID-19. Please check their website for availability.*

Technology & Lecture Resources (Top Hat): Top Hat will be used throughout the course and is required. See bCourses for enrollment instructions or visit tophat.com. All enrolled students are expected to participate in the remote, asynchronous lectures via Top Hat. Your participation will allow you to assess your understanding and to contribute to and benefit from the Bio 1B learning community. Forum discussions and links to required readings will also be available on Top Hat.

Piazza: Students are encouraged to participate in the posted lecture questions and discussions, to ask questions, and to participate in faculty and lab instructor office hours. Outside of lecture, lab, and office hours, please use Piazza to ask and respond to questions on lecture and lab content. Everyone can benefit by staying up to date and participating on Piazza. Students can choose to post questions anonymously, but these posts are only anonymous to other students. Piazza is intended primarily for content-related questions and discussion of lab and lecture concepts. Questions about scheduling and course logistics can be asked in the Logistics folder on Piazza, *however*, please first consult bCourses or the lab instructors for answers to your questions. Questions about lab assignments should be addressed in lab instructor office hours or via direct email to your lab instructor. All posts to Piazza should be respectful and courteous, and all posts must follow Berkeley's [code of conduct](#).

Lab Materials:

Enrolled students will be charged a Course Materials Fee (CMF) to cover lab materials and activities. 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** your scheduled lab time. There is not enough time to do this during the lab activity. Group members are expected to be prepared to work together. The reading will help prepare you for lab and lab quizzes. During lab, students must have access to any posted lab materials 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 or 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 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. **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 prior written approval from

Brett Boltz to attend a make-up lab. Students will not receive credit for unauthorized attendance of lab.

Excused Absences: In the event that you miss a lab and cannot attend a make-up lab within the same week, Brett Boltz 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: Weekly online quizzes are part of the lab grade. Quizzes are intended to assess individual understanding of concepts covered in lab readings and activities. These are open-note/open-book but must be completed individually. Collaboration is never permitted on lab quizzes and lecture exams. Quizzes are 20pts each and the lowest quiz score will be dropped. If authorized for a make-up lab (see above) you are generally required to take the quiz given in the make-up session. More detail about quizzes will be provided by lab instructors.

Office Hours: You are encouraged to attend office hours to ask questions about the lecture and discuss related material. Each lab instructor will hold one online office hour once per week. *You may attend any of the lab instructor office hours, even if they are not your section instructor.* Times will be posted on the online calendar linked in bCourses.

Exams: There will be three synchronous online exams in Summer that focus on the lecture content, each lasting 80mins. More information on the exams will be announced on bCourses. Exams are scheduled for **12:40-2:00 PM PDT** on the following dates:

- EXAM #1: **Thursday July 9th**
- EXAM #2: **Monday July 27th**
- EXAM #3: **Wednesday August 12th**

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.

C+	76.66%
C	73.33%
C-	70%
D+	66.66%
D	60%
F	0

For students on the border of cutoffs, faculty will review lab participation and exam grades, as defined below, to determine the course letter grade. Faculty set the cutoffs and define the borderlines.

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

- Total course points must be within the defined border of a letter grade cutoff.
- The average of the three lecture exams must be above the 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 excused lab absences, 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 completion of all 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 other 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 do so 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 a course administrator 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 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.

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 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 section on CalCentral. This should be done by Friday, June 19th 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 Brett Boltz (bboltz@berkeley.edu).

Study Groups: Study groups can be very effective. Form a group with those you meet in lab or lecture, 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 ([link](#)). Talk with instructors in office hours 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 preparatory meeting, a four-hour lab once per week, and the design and presentation of at least one original lab introduction and study guide. (Note that the UGSI schedule is modified during Summer session, and 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): During Fall and Spring semesters, 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, and study spaces 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 some of the available resources:

Covid-19 Support: [COVID-19 Living Guide](#)

Food, shelter, financial, technology access and other support: [Berkeley Basic Needs Center](#)

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: Exams and quizzes are individual assessments. Collaboration with others is academic misconduct. Communication with other students about exam content before submission of the exam is cheating. For in-person exams, 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. Leaving an exam room with a copy of the exam is considered cheating.

Summer 2020 exams will be online and open-book/open-resource. All online exams are individual assessments, collaboration with other students in any form is cheating. The expectation, and strong suggestion, is that you prepare for online exams as you would for an in-person exam. Resources for exams are course materials and readings. Wording for all free-response questions must be your own. Where sentences are required as a response, copying directly from sources is plagiarism and will be considered cheating.

For in-person exams *and* online exams, copying, posting, sharing, distributing, and/or selling exam questions, in any form is prohibited by the course and is considered academic misconduct. Use of graded work from prior semesters or courses, including your own work, for completion of exams or assignments 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. The names of all group members, and a contribution form specifying individual contributions, are required with every assignment.

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 software to identify unoriginal content (Turnitin).

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>

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 student 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 is not worth it. If you are having trouble completing an assignment by a deadline, communicate with 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.

Biology 1B instructors and administrators want to work with you for a successful semester. Keeping up with the lecture content, active participation in the discussion forums and labs, utilizing course resources such as office hours, and working steadily throughout the semester, will allow you to master the course material and succeed in Bio 1B. Please let us know whenever you need assistance.

We hope that you enjoy your semester!