BIOLOGY 1B COURSE SYLLABUS
Fall 2017

Course Description: This course 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 homepage for important links and information.

Lectures: Monday, Wednesday, Friday 8 AM – 9 AM in 2050 VLSB. Lecture is simulcast in the adjacent rooms 2040 and 2060 VLSB, please use these rooms if you arrive late or if there are no more seats available in 2050. For the first week there is additional seating in 101 LSA.

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.

Professors:
Dr. Alan Shabel (Evolution)
Email: shabel@berkeley.edu

Dr. David Ackerly (Ecology)
Email: ackerly@berkeley.edu

Dr. Bruce Baldwin (Organismal Diversity / Plant Biology)
Email: bbaldwin@berkeley.edu

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, student athletes, DSP):
Brett Boltz
Email: bboltz@berkeley.edu
Office: 3057 VLSB
Phone: (510) 664-9865
**Textbook:** Campbell *Biology* 11th edition is required for Biology 1B. The Campbell Biology text should be students’ primary resource for further reading on topics presented in lecture and lab. For Fall 2017 lecture exams will be drawn from topics presented in lecture and lab. Additional detail provided by the text is supplemental and complements lecture and lab material. The 9th and 10th editions of this text are nearly identical for Biology 1B content and may be more economical for students who do not plan to take Biology 1A (see details below).

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). 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 online resources (Mastering Biology), however the online resources can be a good supplemental resource.

Biology 1A requires access to the online resources. If you plan on taking Biology 1A 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.
- 9th and 10th edition are equivalent to the 11th edition for Biology 1B.

**Classroom feedback technology:** An application called Top Hat will be used in lecture. Participation this semester is free of charge and highly encouraged. Attendance and active participation in lecture will give you the best possible experience, will benefit others, and will set you up for success in the course. Prepare for the first lecture, look for details on bCourses in the first week. Top Hat can be accessed from any wifi-enabled device. **Please let us know if you do not have a device or if we can assist with access in any way.**

**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 (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.

**Lab Attendance:** You 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 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 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. - Thurs.). Make-up labs are only offered during the same week 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.

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 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.

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 3019 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: Three midterms and one cumulative final will be given on the following dates:

    MIDTERM 1: Thursday September 28th, 7-8:15 PM
    MIDTERM 2: Thursday October 26th, 7-8:15 PM
    MIDTERM 3: Friday December 1st, 7-8:15 PM
    FINAL EXAM: Monday December 11th, 8-11 AM

Exams will be held by section in many rooms across campus. Your lab instructor will let you know where your section will be taking the exam. Exam locations are also posted to bCourses approximately 1 week before the exam. IF YOUR LAB INSTRUCTOR IS NOT IN THE TEST ROOM ON TIME ON TEST DAY: Call Joshua Povich at 510-643-0448.

You will be able to review your graded exams during office hours up to 2 weeks past the exam date only. You may not keep your exam. If you leave an exam room, lab room, or office hours with an exam (digital or physical versions or notes), it will be considered cheating and you will receive a 0 for that exam and may be prosecuted for academic misconduct.

You will be able to review graded exams during lab instructor office hours up to 2 weeks past the exam date only. Notes about the exam (physical or digital including photos) are not allowed. You may not keep your exam. If you leave the exam room, lab room, or office
hours with an exam (digital or physical 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 must 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 the course before you submit your exam.

If you have religious obligations that conflict with exam time please see Brett Boltz within the first two full weeks of the course 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 points that you receive during the semester. Below is a breakdown of the total possible points in the course:

- 3 Midterms (99 pts each) =297 pts
- Final Exam (153 pts) =153 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%, B-≥80%, C-≥70%, D-≥60%, and F<60% and may be lowered at the professors’ discretion. Points are earned by participating throughout the semester. There is no opportunity for extra credit.

For students on the border of cutoffs faculty will review the students’ individual participation and scores and determine which letter grade best represents their achievement in the course.

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 admin. 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

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. 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.

**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.

**Early Drop Deadline:** The early drop deadline applies for Biology 1B. It is the end of second week of classes. If you do not drop the course and if you 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 before the first week of lab (you will not be able to switch on CalCentral after this date). See bCourses for more details. 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. 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 Biology, think they might enjoy teaching, 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 generally include a weekly lab prep. meeting, a four hour lab once per week, and design and presentation of a lab introduction. 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 1 unit of credit. See Research and Teaching Opportunities on the Biology 1B web site.
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, 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.

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](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 - Plagiarism](http://www.lib.berkeley.edu/instruct/guides/citations.html - Plagiarism).

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. 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](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 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.

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!