

BIOLOGY 1B COURSE SYLLABUS

Fall 2020

Welcome to Bio1B! On behalf of all the course instructional team, our goal is to provide you an exciting experience not only to learn the fundamentals of biology, but also to understand the importance of knowledge of biology in addressing today's global challenges. Your active participation in all parts of the course will help you master the material and get more out of the experience. This syllabus will help you navigate the course. Please read it carefully.

NOTE: For Fall 2020, Bio 1B is fully remote. Lectures, office hours, and labs will all be delivered via Zoom or associated online tools. Most activities will be synchronous (delivered live). Some components, such as lectures, will be recorded and available asynchronously. Please pay close attention to all instructions, links, and guidance provided by the instructional staff and via bcourses, to ensure successful engagement with the course.

UC Berkeley honor code

As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others.

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 provides the lecture and lab schedules and contact information without login.

bCourses: The bCourses home page is students' primary source of course information. 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, Wednesday, Friday 8-9 AM. Some lectures will be live (synchronous) and others will be pre-recorded (asynchronous). All lectures will be recorded with links provided in bCourses. Students are encouraged to join live lectures remotely and participate when there is an opportunity.

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:

- John Huelsenbeck (Evolution), email: johnh@berkeley.edu

- David Ackerly (Ecology), email: dackerly@berkeley.edu
- Bruce Baldwin (Organismal Biology), email: bbaldwin@berkeley.edu

All office hours with links are on the bCourses calendar.

Laboratory: Concurrent enrollment in Biology 1B lecture and lab is required. Lab attendance is required. Labs meet M-Th, 9-1 or 2-6. Weekly lab and lab prep. materials will be linked from the bCourses home page and/or posted to the Files section of bCourses. Lab instructors will alternate grading for lab quizzes and assignments. *See details about preparation for lab and attendance below.*

Who to Contact: *For course-related questions after the start of labs please **first** contact your lab instructor, then see the course coordinators below for academic, enrollment, attendance, DSP, or other needs as indicated. You are always welcome to talk to faculty, lab instructors, and course admin. however, following the sequence of contacts above will be most efficient.*

Academic Coordinator (academic issues or questions, lab concerns):

- Joshua Povich, email: povich@berkeley.edu

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

- Brett Boltz, email: bboltz@berkeley.edu

Textbook: Access to one of the textbook options is required. Equivalent readings from each source will be posted. Campbell *Biology* 11th or 12th editions are recommended as your primary resource for lecture and lab preparation and supplemental information. Alternatively, equivalent readings will be posted for the free online text from openstax.org: [Biology 2e](https://openstax.org/books/biology-1e)

The Cal Student Store is offering the hardcopy version of the 11th edition and digital access for the 12th edition. 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 (eText). Texts with 2yr access codes may also 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 for studying.

For those planning to take Biology 1A:

- Biology 1A *does* require access to the online resources. However, for Fa20 and possibly for Sp21, Bio1A will not require Mastering Biology.
- *If you plan on taking Biology 1A in a future semester, then purchasing the 11th or 12th editions of Campbell Biology package with the access code from the Cal Student Store is likely the least expensive option for the two classes. Please check with Biology 1A for the most up-to-date information.*

For those NOT planning to take Biology 1A:

- The Cal Student Store offers text rentals that include 2yr access to online materials.
- The 10th edition is equivalent to the 11th & 12th editions for Biology 1B topics.
- opsentstax.org Biology 2e readings can be used instead

Classroom feedback technology: *Faculty are considering several options for lecture and may include opportunities for discussion and feedback in lectures.* Any such opportunities will be highlighted in the schedule and on bCourses. When available, your active participation in lecture will give you the best possible experience, will benefit others, and will set you up for success in the course. Details about feedback technology will be linked from the bCourses home page under the “Lecture” heading. Please check there in preparation for lecture. Any Wi-Fi-enabled device can be used to participate. **Please let us know if you do not have a device or if we can assist with access in any way.**

Piazza, a discussion forum for lecture: Students are encouraged to engage with lecture regularly, ask questions, and 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 and to 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 discussion about lecture concepts. Questions about scheduling or course logistics are best addressed by looking carefully on the bCourses home page. If you need further assistance these questions can be asked in the *Piazza Logistics* folder, *however*, please first check bCourses. *Your lab instructor should be your first point of contact for questions about lab assignments.*

Piazza functions best when it is a conversation in which everyone contributes. **First explain your own understanding**, then specify what you don’t understand. This allows more focused responses that will be most helpful to you. 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, join 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! Most logistics questions are answered on the bCourses home page. Next email your lab instructor. For questions about lab, please first contact your lab instructor.*
- **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.

- 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.
- Please remember that exams are based on material as presented in lecture.

Laboratory Materials:

Enrolled students are charged a Course Materials Fee (CMF) to cover costs associated with the lab portion of the course including access to online materials. The Course Materials Fee for Fall 2020 is \$20, this fee will be refunded in part or in full depending on cost of online lab materials.

Pre-lab readings (lab introductions) are posted to the Files area of bCourses. Students must read the posted material for all the exercises **before** joining lab. Pre-lab reading and activities that you are responsible for are always posted on the bCourses home page and are often included at the start of pre-lab readings. There is not enough time for a first-time reading of pre-lab materials during class. The reading will help prepare you for lab and weekly pre-lab quizzes. Students must have access to pre-lab materials for reference during lab.

Lab Attendance: You are required to attend all of your scheduled lab sections. A video conference link for each lab session will be available in the bCourses calendar. 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 the Admin. Coordinator 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 as determined by the course) and if space allows, the Bio1B Admin. Coordinator (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. **Documentation of the circumstance is generally required** to receive approval to attend a make-up lab, including illness. The Admin. Coordinator 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, students can submit a request for an excused absence. *Excused absences are given at the discretion of the Administrative Coordinator, Brett Boltz.* Excused absences are granted only 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.

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 (e.g., via email, bCourses Inbox) and to work outside of class hours 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 Course Coordinator (Joshua Povich) as soon as possible. All comments and discussions are treated as confidential whenever possible.

Quizzes: Quizzes are given at the beginning of each lab period, with the exception of the first lab period. If you are late to class, you will not be given additional time. Make-up quizzes will not be given. Please join the online quiz at the start of your scheduled lab to have the full time.

Office Hours: You are encouraged to attend office hours to discuss/ask questions about the lecture material. Faculty hold multiple hours times each week, during their section of the class. Lab instructors hold an office hour online at least once per week. Links are available in the bCourses calendar. Be sure that Biology 1B is toggled on in your bCourses calendar. Click the event of interest. *You may attend any of the lab instructor office hours, even if they are not your section instructor.*

Exams: Lecture exam content may be drawn from topics presented in lecture, lab, assigned reading, and supplemental materials. Each professor will determine for their portion of the course what will be included on lecture exams. All three midterms follow the same format with approximately 90% of points from multiple choice and approximately 10% of points from short answer/free response-type questions. The final exam is entirely multiple choice and includes an approximately equal number of points from each of the three lecture professors. For students who participate in a midterm exam, the minimum score possible will be 50pts. Unexcused absences will be scored as 0 pts.

Three midterms and one cumulative final will be given at the following dates and times:

- MIDTERM 1: **Thursday, October 1st, 8-9:15 PM PDT**
- MIDTERM 2: **Monday, October 26th, 8-9:15 PM PDT**
- MIDTERM 3: **Tuesday, December 1st, 8-9:15 PM PST**
- FINAL EXAM: **Monday Dec 14th, 7-10 PM PST**

For students in time zones where the start of the exam is earlier than 6:00 AM or later than 9:00 PM an alternate exam time will be offered. Approx. one week before each exam, a scheduling survey link will be available from bCourses.

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 written, verifiable documentation 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. Any issues that interfere with taking or completing an exam must be brought to the attention of the course before you submit your exam. Only one exam in a semester can be pro-rated. The final exam cannot be pro-

rated. Absence from more than one midterm and/or the final exam will result in zeros for those exams. Qualifying students may petition the course for an incomplete in the course (see below).

If you have religious obligations that conflict with exam times, please see the Administrative Coordinator (Brett Boltz) within the first two full weeks of the course to make arrangements. Do not schedule travel or other activities that conflict with exams. There will be no accommodation for non-emergency travel conflicts.

After exam scores are posted to bCourses, exam questions are available for review for one week after the date of the exam during lab instructor office hours. Notes about the exam (physical or digital including photos) are not allowed. **You are not permitted to make digital or physical copies of exam materials. It is violation of the University code of conduct to publish course materials online without permission of the course, this includes exam content. Reproducing or sharing exam content in any way will be considered cheating and you will receive a 0 for that exam and may be prosecuted for academic misconduct.**

Exam Review: *Taking notes during review of exams (digital or otherwise) is not allowed.*

See the section “Academic Misconduct” below for course expectations and policy regarding exams and other individual assessments.

Grading: Overall course letter grades are determined by the total number of points received during the semester. Below is a breakdown of the total possible points in the course (if necessary, these values may be adjusted during the semester, however we will aim to keep total course points at 750):

- 3 Midterms (99, 99, 99 pts) = **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. 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).

Letter	Standard Cutoff
A+	TBD
A	93.33%
A-	90%
B+	86.66%

B	83.33%
B-	80%
C+	76.66%
C	73.33%
C-	70%
D+	66.66%
D	60%
F	<60%

Points are earned by participating throughout the semester. In some semesters there may be 1pt of extra credit available for participation in a voluntary end-of-semester survey (in this case students will be notified by email after the last lecture). 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 the Admin. Coordinator, 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 the Admin. Coordinator, Brett Boltz, bboltz@berkeley.edu.

Early Drop Deadline (EDD): The early drop deadline applies for Biology 1B. The early drop deadline 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. All students are encouraged to talk to an academic advisor in their intended major, Integrative Biology, or L&S when considering changes to their academic plan.

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 4PM Friday **before** the first week of lab (you will not be able to switch on CalCentral after this date/time). See bCourses for more details. If you have a question about your schedule or enrollment contact the Biology 1B Administrative Coordinator (bboltz@berkeley.edu).

Recommendations: If you expect to ask for a letter of recommendation, even a year or two from now, talk to 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, and will be most familiar with your achievements as student. At your request, professors may co-sign a letter of recommendation that is written by a lab instructor.

Undergraduate Learning Mentors (ULMs): Students who enjoy Biology, and think they might enjoy teaching, while enhancing their understanding of Biology 1B material are encouraged to apply to the program. If you are interested in participating in Biology 1B as a ULM in the future, contact your lab instructor. A recommendation from your lab instructor is a required part of the application. ULM responsibilities include a weekly lab prep. meeting, a four hour lab once per week, and two projects including design and presentation of a lab introduction. Successful ULM's receive two 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. Note, this opportunity is separate from Biology 1B, participation is not counted toward credit in Biology 1B, and enrollment in Biology 1B lecture and lab is not required.

Safe, Supportive, and Inclusive Environment: Biology 1B welcomes all students and values everyone's participation. The classroom, lab, and workplace 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, tutors, and course coordinators, are designated as Responsible Employees. As Responsible Employees all instructors 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 serve 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 the course if we can assist in 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, additional resources are linked from the bottom of the Biology 1B bCourses home page:

Sexual Violence & Sexual Harassment Support & Prevention:

<http://survivorsupport.berkeley.edu/>

Mental Health Concerns: <https://uhs.berkeley.edu/counseling/urgent>

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

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

Academic Misconduct (including cheating, plagiarism, copying course content including): Students are not allowed to duplicate or distribute course materials including exams. Selling course materials is a violation of the University Code of Conduct (see the bottom of this document). All quizzes, lecture exams (including midterms and the final exam), and designated lab assignments are to be completed individually. Collaboration with others during an individual assessment (including quizzes and exams) will be treated as academic misconduct.

For online individual assessments; it is a violation to receive or send communications with any other individual from the time the exam is started until the time that each party has submitted the assessment. Both giving and receiving assistance are not permitted. Social media of any form is not allowed, and cell phones must be off and away during all assessments. Use of shared docs during assessments is not permitted. If you have access to shared online resources (eg. a google doc or spreadsheet), only an offline copy (downloaded) can be used during an open notes/book exam.

For open book / open note exams; the expectation is that responses will come from material as presented in lecture. Use of other online sources that are independent of the course (eg. not student-shared doc or pages) is allowed but highly discouraged as these do not fit with the intent and spirit of the assessment.

For free-response questions; responses must be in your own words. The expectation is that you will demonstrate your individual understanding by constructing responses using your own words and phrasing. Copy/pasting from course content or any other existing source, or paraphrasing, is not allowed, is a form of plagiarism, and may not be graded. Please be especially aware if this if using a notes or study resources collaboratively prepared.

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. 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 a computer application. If you have questions or concerns about the use of this software, please contact the Academic 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>

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 the information linked here and from bCourses and then follow-up with your lab instructor or course coordinators if necessary.

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.

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 all course materials including graded work and recordings of lecture and lab. More detail is available here: <http://sa.berkeley.edu/conduct/code-of-conduct/policies>

Biology 1B instructors and staff want everyone in the course to succeed. We want to share our excitement for Biology and we want everyone to understand the material. We look forward to working with you for a successful semester.

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!