

COURSE SYLLABUS FOR BIOLOGY 1B SPRING 2015

Course Description: This course is a general introduction to evolutionary biology, ecology, and botany. It is intended for students majoring in the biological sciences, but is open to all qualified students.

Course Website: <http://ib.berkeley.edu/courses/bio1b/> This website contains much of the information you will need for the course, including the lecture and lab schedules, assigned reading, links to the Webcast, and contact information. Please become familiar with this website.

bCourses: The reading material for lab and assignments will be posted to the Files section of the bCourses site. Lecture materials posted by the professors will be available in the Files section. Grades and important announcements will also be posted to bCourses. Please make sure your personal bCourses settings are configured to receive announcements by email.

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.

Do not enroll in other courses scheduled for the same time as Biology 1B lecture, labs, midterms or final exam. Lab attendance is mandatory. Exams will not be offered at any other time than our published exam times.

Professors (office hours will be posted on our website and the online bCal calendar)

Dr. Lew Feldman (Plant Biology)
Email: ljfeldman@berkeley.edu

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

Dr. George Roderick (Ecology)
Email: roderick.help@berkeley.edu

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

Course Coordinator (academic issues, lab concerns):

Joshua Povich
Email: povich@berkeley.edu
Office: 2002 VLSB
Phone: 510-643-0448

Enrollment/Admin. Coordinator (enrollment, make-ups, absences, student athletes):

Brett Boltz
Email: bboltz@berkeley.edu
Office: 3057 VLSB
Phone: (510) 664-9865

Textbook: Raven *Biology*, 10th edition, is the required text for Biology 1B. The version available from the Cal Bookstore is packaged with a code for 2 years of access to the *Connect* online resources including an electronic (pdf) version of the text.

Biology 1B does not require the online resources; however, it can be a good supplemental resource. Biology 1A *does* require the online resources. If you plan on taking Biology 1A you should consider the cost of buying the text plus online resources separately vs. buying the package of the two together that the Cal bookstore offers. The access code for online resources is valid for two years from the date that you first activate it.

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.

Readings for the 9th edition will not be posted. There are significant organizational changes for some sections of the text between the 9th and 10th editions.

Laboratory Materials are posted to the Files area of bCourses. You **MUST** read the posted material for all the exercises before coming to lab. There is not enough time during lab to read this material for the first time. Additionally, the reading will help you prepare for quizzes. You must bring posted lab materials to lab for reference.

For some sessions, lab introductions will be made available electronically during lab. If this is the case you will be notified ahead of time to prevent unnecessary printing.

Lab Attendance: You are required to attend all 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 assignments and quiz. If you know you are going to miss lab or if you miss lab due to illness or other emergency 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 excuse, Brett Boltz will authorize a lab make-up within the same week (Mon. – Thurs.) if possible. You must have a blue lab make-up form from Brett for entry to another lab session for make-up. Documentation is generally required to make up a lab for any reason.

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 offered at the discretion of the Administrative Coordinator.* Excused absences are granted when qualifying documentation is provided.

More than two unexcused absences 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, the week of the Botany Lab Practical, and before the field trip to the Botanical Garden. If you are late to class, you will not be given additional time. Make-up quizzes will not be given. Your lowest quiz score of the semester, however, will be dropped.

Office Hours: You are encouraged to attend office hours to ask questions about the lecture material. Lab instructors will hold an office hour at least once per week in **5045 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 multiple-choice midterms and one cumulative final will be given on the following dates:

Midterm 1: **Friday, February 27, 6-7 PM**

Midterm 2: **Wednesday, April 8, 6-7pm**

Midterm 3 and Final Exam: **Monday, May 11, 8-11 AM**

Exams will be held by section in many rooms across campus. You will be notified of your testing location by your lab instructor. **IF YOUR LAB INSTRUCTOR IS NOT IN THE TEST ROOM ON TIME ON TEST DAY, CALL JOSHUA POVICH AT 510-643-0448 IMMEDIATELY.**

You will be able to review your graded exams in lab the week following the exam or during office hours up to 3 weeks past the exam date only. **You may not keep your exam. If you leave the exam room, lab room, or office hours with an exam (digital or physical versions), it will be considered cheating and you will receive a 0 for that exam and may be prosecuted for academic misconduct.**

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, as soon as possible. Your midterm grade will be pro-rated at the end of the semester.

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.

Grading: Your letter grade will be determined by the total number of points that you receive during the semester. The breakdown is as follows:

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- \geq 90%**, **B- \geq 80%**, **C- \geq 70%**, **D- \geq 60%**, and **F<60%** and may be adjusted at the Professors' discretion.

Early Drop Deadline: The deadline to drop the course is the end of the second week of classes (1/30/15). If you do not drop the course and do not attend you will receive an F.

Do not take this class Pass/Not Pass if you might need a letter grade in the future.

Study Groups and Tutoring: The Student Learning Center at the César E. Chávez Student Center offers study groups and drop-in tutoring specific to Bio 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. You have one semester to make up the work or the "I" becomes an "F". Students **currently** completing an "I" should e-mail Brett Boltz bboltz@berkeley.edu as early in the semester as possible.

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.

Wait list students: All wait list enrollment is done on Tele-BEARS.

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 Tele-BEARS. This should be done by Friday, January 23rd at the latest (you won't be able to switch on Tele-BEARS after this date). If you want to switch into a *filled* section or time slot, you will need to find another student in that section or time slot to switch with. You can use the Discussions tool on bCourses to post section switching requests to other enrolled students. Once you have found another student who will switch lab sections with you, both of you will have to see the Enrollment Coordinator at the same time and show your student IDs. Contact the Enrollment Coordinator (bboltz@berkeley.edu) to make an appointment and formalize the switch. All section switching must be completed by the end of the second week, Jan. 30th.

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 the group will get the same grade on a lab exercise. Students are expected to contribute equivalent shares of the work. You are encouraged to exchange e-mail addresses and to get together outside of class to exchange notes and study for tests. If you have trouble with a group member or your group as a whole, please talk to your lab instructor or the Lab Coordinator as soon as possible. All comments will be confidential.

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 are usually willing to co-sign a letter of recommendation that is written by a lab instructor.

DSP Students: If you 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. 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 or requests for assistance should be directed to Tami Mau. tmou@berkeley.edu

Undergraduate Student Instructors (UGSI): Students who have done well in the course and have been recommended by their lab instructor can become a UGSI. If you think that

you might be interested in becoming a UGSI in the future, contact your lab instructor. Your obligations are a 3 hour weekly Lab Prep Meeting (Friday 1-4) and a 4 hour lab once a week for which you will receive 2 units of credit.

Lawrence Hall of Science (LHS): This program, sponsored by Biology 1B and LHS, gives undergraduate students and opportunity to teach science classes for children at the LHS and receive 1 unit of credit. See Research and Teaching Opportunities on the Bio 1B web site.

Cheating, Plagiarism, Keeping a Copy of a Midterm:

Students are not allowed to keep the midterms. Leaving the test room with your exam is considered cheating. Students who leave the exam room before the end of the exam period are required to turn in their examinations 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.

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#Plagiarism>

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

Cases of cheating will be reported to the Office of Student Conduct. Their standard procedure for dealing with first-time cheaters is: (1) An "F" in the class; (2) A letter in your file that identifies you as a someone who has cheated (this letter, upon request, will be sent to medical and graduate schools, employers, etc.); (3) Many hours of campus service; and (4) Risk of suspension or dismissal. It just is not worth it. Please read Warning to Cheaters in the Announcements on our web page.

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

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