

**BIO 105 A09C Biological Concepts: Unity
FALL 2013 COURSE SYLLABUS**

Instructor: Dr. Courtney Kurtz
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Office Hours: M 2-3 p.m.; W 9-10 a.m.
Also by appointment, as needed

Lecture: 10:20-11:20 am MWF - HS 106

Required Text: Mader & Windelspecht (2013) **Biology**, 11th edition, custom version for University of Wisconsin-Oshkosh, McGraw Hill. Note: Your book is invaluable....USE IT! Read assigned readings and complete online modules before coming to class then re-read after lecture. Study the figures closely....THEY ARE IMPORTANT.

Attendance Policy: Attending lecture and lab as well as good note-taking skills will increase your ability to do well in class. If you miss a lecture, it is in your best interest to get notes from a classmate. If you miss a group activity assignment due to unexcused absence, you will not be able to make up that assignment.

Lecture Notes: Lectures will be accompanied by PowerPoint slides. Abridged versions of lecture slides will be posted on D2L prior to lecture. These PowerPoint presentations will be missing vital information that you will want to fill in as we go along. In addition, I may discuss things that are not in the lecture slides. You will want to bring extra paper to take notes. Lectures will also be podcast and accessible from the course D2L site. **Anything that is discussed in class may be covered on an exam whether it is presented on the lecture slides or not!**

E-mail Correspondance & D2L: E-mail communication and D2L will be used frequently throughout the semester to communicate between the instructor and students. E-mails constitute **legal, official University communication**. You are responsible for checking your e-mail daily and for checking D2L on a regular basis. Not checking your e-mail is not an excuse for performance problems in the class. Contact Academic Computing for assistance with email and D2L. **Do not write your emails in "text-speak". If I receive an email written this way, I will assume it is not in English and will not respond. Address your emails to me as "Dr. Kurtz" or "Professor Kurtz" and SIGN YOUR NAME. Make sure that you include in the body or subject line that this pertains to BIO 105.**

Students with Disabilities: Students with disabilities are welcome in this course. Please contact me **in the first week of class** so that we can discuss necessary accommodations.

Academic Honesty Policies: Policies are clearly defined at this institution and will be followed. Students are referred to the University of Wisconsin-Oshkosh Student Discipline Code as detailed in specific provisions of Chapter 14 of the State of Wisconsin Administrative Code. Any student(s) found in violation of any aspect of the above Code (as defined in sections UWS 14.02 and 14.03) will receive a sanction as detailed in UWS 14.05 and 14.06. Examples of violations include: looking at another student's exam or answer sheet and copying the answers during an exam, talking or whispering to another student during an exam, receiving text messages during an exam on an electronic device or listening to answers or information recorded on an electronic device via earphones during an exam. **Cheating on an exam (including looking at someone else's paper) at a MINIMUM leads to zero on that exam, with no opportunity for a make-up or extra credit. A second offense is an F in the course and a report to Dean of Students.**

Lecture Quiz & Exam Policy:

Connect Learn Smart Modules will be assigned before lecture begins on each chapter. These learning modules are a valuable tool for students to gauge what they know and review materials before class. They are also important for the instructor to get an idea of which concepts students already understand well and those with which

they struggle. "Learn Smart" modules will have a start and end date that will be announced in class and posted on the McGraw Hill class website. **Start dates will generally be the beginning of the unit and due dates will be 11:59 p.m. two days before the lecture.** Students who complete the module will receive 5 points for their work. These modules will account for 10% of the final grade. Any technical issues with Learn Smart modules should be directed to the McGraw Hill Customer Experience Group (information below):

Customer Experience Group (CXG) Hours of Operation:

Sun 6pm - 11pm, Mon - Thurs 8am - 11pm, Fri 8am - 6pm (All times Central)

By Phone: Toll-free at 800-331-5094 (US Only)

Online Quizzes will be given via D2L timed. They are open-note/open-book quizzes, but it is in your best interest to study your notes and book prior to taking the quiz. You will not have time to answer all the questions if you are searching through your notes for each one. You are expected to take online quizzes **alone**. Do not share information about the quiz with a student who has not yet taken it. You are only helping them at your own expense. **There will be no make-up online quizzes. Any online quiz not completed before the deadline will receive a grade of 0.**

Group activities/assignments will be announced on a random basis throughout the semester and will involve submission of a small assignment for points during the class period. If you miss a group activity due to an unexcused absence, you will not have the opportunity to make up the points.

Exams will be given in class on the assigned dates (see schedule below). Exams will be handed out at the start of the class period (10:20 a.m.) after your instructor is satisfied with seating arrangements and the room is quiet. Students will have the full hour of lecture to complete the exam (until 11:20 a.m.), but **NO LATER**. Exams are closed book and closed notes. Exams will not be cumulative *per se*, but biology is a very complex science and comprehension of concepts covered on previous exams may be necessary to answer questions on future exams. If you cannot be present for an exam, it is **your** responsibility to get in touch with me **before** the rest of the class takes the exam. Make-up exams will be available **only** if the student suffers a life-threatening illness, accident or death of a loved one and has a medical excuse or documentation (e.g., obituary) to support that claim. ***If you miss an exam and the above conditions are not met, you will receive a zero for that exam.***

Make-up exam: One make-up exam will be given on Friday, December 16 during normal lecture time for anyone who missed a lecture exam. This exam will be **comprehensive** (covering material from all four prior exams). In order to be eligible to take this exam a student must receive **prior** permission from me and permission will be considered only for those who contacted me before the exam missed. Only one missed exam may be replaced with the makeup exam score. **The makeup exam cannot be used to replace a low score on a previous exam.**

Laboratory Information:

Attendance: You are required to attend the lab section in which you are enrolled and the corresponding lecture section. **YOU MUST ATTEND THE LECTURES THAT CORRESPOND WITH YOUR LABORATORY SECTION,** (e.g. if you enroll for lab sections A01L-A07L, you must attend Dr. Kurtz's lectures.... not attend Drs. Holton's or Wise's lectures.)

Missed Labs: If you must miss your regularly scheduled lab you can try to attend another lab, preferably one taught by the same lab instructor. It is **YOUR** responsibility to contact the instructor of that lab and confirm that you may participate in her/his lab section. Lab instructors are under no obligation to allow you into their lab. Below is a list of the lab sections and the instructors associated with Dr. Kurtz's lectures. **IT IS ONLY POSSIBLE TO MAKE UP A LAB DURING THE SAME WEEK OF YOUR SCHEDULED LAB SECTION!!!**

Name	Section #	Email	Phone	Office
Ms. Olsen	A02L, A07L, B08L, B14L, C20L, C21L	olsenk10	0280	HS44
Mr. Bosma	A01L, A03L, A04L, A06L, B09L, C16L, D27L, D28L	bosmaa		HS39
Dr. Dorn	A05L, C19L	dorn	3064	HS45/47

Laboratory Text: *BIO 105: Concepts in Biology: Unity: Laboratory Manual.*

Lab Materials Needed: 1) 3-ring binder or folder for your lab manual; 2) 15-cm ruler; 3) calculator; 4) #2 pencils and erasers; 5) notebook or lab notebook

Common Courtesy: Ringing cellular phones are a distraction to the instructor and others in the class. Turn off all cell phones, pagers and media players before class. Keep them in your backpack or purse until class is finished. **NO cell phones, PDAs, headphones or other electronic devices will be allowed during an exam!**

Suggestions for Success: I recommend that you set aside 6-9 hours per week to study your notes and text. Re-writing or re-organizing your notes in a way that makes sense to you can be a great way to study. Draw out the pathways and concepts that we discuss and make sure that you remember them. Studying in groups helps some students to understand concepts that they may not comprehend on their own, so this may work for you. If you do study in a group, make sure that you study on your own as well.

H Available: The Center for Academic Resources (CAR) provides free, confidential tutoring for students in most classes on campus. CAR is located in the Student Success Center, Suite 102. Check the Content Tutoring page on CAR's website (www.uwosh.edu/car) for a list of tutors. If your course is not listed, click on a link to request one, stop by SSC 102 or call 424-2290. To schedule a tutoring session, simply email the tutor, let him/her know what class you are seeking assistance in, and schedule a time to meet. The Center for Academic Resources also provides support to students through Supplemental Instruction (SI) and the Peer Educator program. Visit the website for more information. There will be an SI leader for this class (**Corey Santorello**).

Statement on the Value of a Liberal Arts Education: Our goal in this course is to provide you with basic knowledge about *life* and how it operates. For some or you, this course will be a precursor to further science coursework. For others, it will become part of your education in the liberal arts and your sole contact with such material. Biology is in the news every day: medicine, environmentalism, genetic engineering, "intelligent design", etc. To understand the implications of all this, you need to know the basics of biology. If studying *life* isn't germane to your *life*, what is?

Grading: Grades will be posted on D2L throughout the semester and will be based on

<u>Final grades will be determined by:</u>		<u>The grading scale is:</u>	
Lecture Exams (4)	40%	93-100%	A
Online Quizzes	15%	90-92%	A-
Group Activities/Assignments	10%	87-89%	B+
Learn Smart modules	10%	83-86%	B
Lab Activities	15%	80-82%	B-
Lab Cumulative Final Exam	10%	77-79%	C+
		73-76%	C
		70-72%	C-
		67-69%	D+
		63-66%	D
		60-62%	D-
		< 60%	F

Date	Topic	Book	Lab Activity	Quiz/Exam
9/4 9/6	Introduction/Pre-test A View of Life	Ch. 1	NO LAB	
9/9 9/11 9/13	Basic Chemistry Basic Chemistry The Chemistry of Organic Molecules	Ch. 2 Ch. 3	1	
9/16 9/18 9/20	The Chemistry of Organic Molecules Cell Structure and Function Cell Structure and Function	Ch. 4	2	D2L Quiz #1 Due 11:59 pm
9/23 9/25 9/27	Cell Structure and Function <i>Exam Review</i> Lecture Exam 1		3	
9/30 10/2 10/4	Membrane Structure & Function Membrane Structure & Function Metabolism: Energy & Enzymes	Ch. 5 Ch. 6	4	
10/7 10/9 10/11	Metabolism: Energy & Enzymes Photosynthesis Photosynthesis	Ch. 7	5	D2L Quiz #2 Due 11:59 pm
10/14 10/16 10/28	Cellular Respiration Cellular Respiration <i>Exam Review</i>	Ch. 8	6	
10/21 10/23 10/25	Lecture Exam 2 The Cell Cycle & Cell Reproduction The Cell Cycle & Cell Reproduction	Ch. 9	7 & 8.1	
10/28 10/30 11/1	Meiosis & Sexual Reproduction Meiosis & Sexual Reproduction Mendelian Patterns of Inheritance	Ch. 10 Ch. 11	8.2 & 9.1	
11/4 11/6 11/8	Mendelian Patterns of Inheritance Molecular Biology of the Gene Molecular Biology of the Gene	Ch. 11 Ch. 12	8.3 & 9.2	D2L Quiz #3 Due 11:59 pm
11/11 11/13 11/15	<i>Exam Review</i> Lecture Exam 3 Biotechnology & Genomics	Ch. 14	8.4 & 9.3	
11/18 11/20 11/22	Biotechnology & Genomics Darwin & Evolution How Populations Evolve	Ch. 14 Ch. 15 Ch. 16	8.5 & 9.4	
11/25 11/27 11/29	Speciation & Macroevolution THANKSGIVING BREAK THANKSGIVING BREAK	Ch. 17	NO LAB	D2L Quiz #4 Due 11:59 pm
12/2 12/4 12/6	Origin & History of Life Origin & History of Life Exam Review Q & A	Ch. 18	10	
12/9 12/11 12/13	Lab Final Exam Lecture Exam 4 Comprehensive Make-Up Exam		NO LAB	

** This schedule is intended as a basic outline of the course lectures. Extenuating circumstances may require a deviation from this schedule. I will inform the class ahead of time if this is the case.