

**BIO 323 001C INTRODUCTORY CELL AND MOLECULAR BIOLOGY  
FALL 2013 COURSE SYLLABUS**

Instructor: Dr. Courtney Kurtz  
Office: HS 252  
Phone: 424-1076  
E-mail: kurtzc@uwosh.edu  
Office Hours: M 2-3 p.m. & W 9-10 a.m., also by appointment, as needed

Lecture: 11:30-12:30 MWF - HS 57

Required Text: Alberts, Bray, Hopkin, Johnson, Lewis, Raff, Roberts, Walter (2010) **Essential Cell Biology**, 3<sup>rd</sup> edition, Garland Science, Taylor and Francis Group, New York & London.

Attendance Policy: I will not take role in lecture. We will, however, have occasional group activities (for points). If you miss one of these due to an unexcused absence, you will lose all points relating to that activity with no opportunity to make up the activity. Lectures will be podcast but I often write on the board so attending lecture and taking good notes 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.

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.

Students with Disabilities: Students with disabilities are welcome in this course. Please contact your lecture instructor **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 will lead to an F in the course and a report to Dean of Students.**

Lecture Quiz & Exam Policy:

**Online Quizzes** will be 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 finish the quiz if you are searching through your notes for each answer. 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.**

**Small Group Activities** will be used as a learning tool throughout the semester. These activities will involve the completion and submission of an “assignment” by the group (4-6 students) for points. Every group that hands in an “assignment” will receive the full points. **If you miss a group activity due to an unexcused absence, you will not have the opportunity to make up the group activity.**

**Unit 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 (11:30 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 12:30 p.m.), but **NO LATER**. Exams are closed book and closed notes. Unit exams will not be cumulative *per se*, but remember that 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.***

The **Final Essay Exam** will be given the last day of class (finals week) during scheduled class time. This exam will be in essay format. The student will choose two questions to answer from a given list. This exam will be closed-book and application-based. The policies are the same as the Unit Exams. If you miss the Final Exam due to an unexcused absence, you will not be allowed to make up the exam. You will, however, be given more time (beyond 1 hr) for your final exam, if required.

**Extra Credit** questions will be included on each Unit Exam. No extra credit assignment(s) will be given.

**Common Courtesy:** Ringing cellular phones are a distraction to the instructor and others in the class. Turn off all cell phones, pagers and MP3 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.

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

<u>Grade Item</u>	<u>% Total</u>	<u>Grading scale:</u>
Unit Exams (4)	45%	93-100% A
Quizzes (4)	25%	90-92% A-
Group Assignments	15%	87-89% B+
Final Exam	15%	83-86% B
		80-82% B-
		77-79% C+
		73-76% C
		70-72% C-
		67-69% D+
		63-66% D
		60-62% D-
		< 60% F

Date	Topic	Book	Quiz/Exam
9/4 9/6	Introduction; Start Protein Structure Protein Structure; Protein Function	Ch. 4	
9/9 9/11 9/13	Protein Function; Membrane Structure Membrane Structure Membrane Transport	Ch. 4 & 11 Ch. 11 Ch. 12	
9/16 9/18 9/20	Membrane Transport Membrane Transport <i>Exam Review Q &amp; A</i>	Ch. 12	<b>Online Quiz #1 Due (11:59 p.m.)</b> Final lecture on Exam 1
9/23 9/25 9/37	<b>Unit Exam 1</b> Mitochondria & Cellular Energetics Mitochondria & Cellular Energetics	Ch. 13 & 14	
9/30 10/2 10/4	Photosynthesis The Nucleus, Chromosomes & DNA DNA Replication and the Cell Cycle	Ch. 14 Ch. 5 & 15 Ch.5, 6,18	
10/7 10/9 10/11	DNA Replication and the Cell Cycle Transcription Transcription	Ch.5, 6,18 Ch. 7	<b>Online Quiz #2 Due (11:59 p.m.)</b> Final lecture on Exam 2
10/14 10/16 10/18	<i>Exam Review Q &amp; A</i> <b>Unit Exam 2</b> Translation	Ch. 7	
10/21 10/23 10/25	Translation Intracellular Compartments & Transport Intracellular Compartments & Transport	Ch. 7 Ch. 15	
10/28 10/30 11/1	Intracellular Compartments & Transport Intracellular Compartments & Transport Cell Signaling & Communication	Ch. 15 Ch. 16	<b>Online Quiz #3 Due (11:59 p.m.)</b>
11/4 11/6 11/8	Cell Signaling & Communication Cell Signaling & Communication <i>Exam Review Q &amp; A</i>	Ch. 16	Final lecture on Exam 3
11/11 11/13 11/15	<b>Unit Exam 3</b> The Cytoskeleton The Cytoskeleton	Ch. 17	
11/18 11/20 11/22	The Cytoskeleton Gene Regulation Gene Regulation	Ch. 17 Ch. 8	
11/25 11/27 11/29	Cellular Stress, Damage & Repair <b>THANKSGIVING BREAK</b> <b>THANKSGIVING BREAK</b>	Ch. 6 & H/O	<b>Online Quiz #4 Due (11:59 p.m.)</b>
12/2 12/4 12/6	Cellular Stress, Damage & Repair Cell Death <i>Exam Review Q &amp; A</i>	Ch. 6 & H/O Ch. 18 & H/O	
12/9 12/11 12/13	<b>Unit Exam 4</b> <b>Final Exam – Essay/Cumulative (pick one day)</b> <b>Final Exam – Essay/Cumulative (pick one day)</b>		

\*\* 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.