

BIOL1120-001: Survey of Biology
Fall 2013

Course Name: Survey of Biology
Credit hours: 3
Prerequisite: ENGL 1100 or 1110 or HON1010
Meeting: TR 11-12:15pm BO1045

Instructor: Dr. Brenda Leady
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Office Hours: MW 1-3:30pm (or by appointment)
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Course Description:

A survey of major biological principles and phenomena in various plants and animals with emphasis on man. (not for major credit).

Required:

Marielle Hoefnagels Biology: The Essentials 1st edition 2013 McGraw-Hill Publishing
Connect/ LearnSmart online homework package
Turning Technology's Response Card RF

Course Website:

BlackBoard contains all class information – grades, assignments, lecture handouts, homework, etc.

The following rules apply to all the exams and classes of this course:

1. I expect your full attention in class. When you are in class, you are there to pay attention and participate. Phones, iPods, pagers are turned off and ear buds are out. If you have an important call, take it outside the classroom with a minimum of disruption.
2. Examinations start and end at specified times. Under no circumstances will students be admitted to an exam after the first person has left the exam. *Additional time will not be given to students who come late to an exam.*
3. Be sure to bring two number 2 (#2) pencils, an eraser, and your valid UT student ID card to an examination.
4. All the examinations must be taken at the scheduled time. Missed exams can be made up as an essay exam covering the same material.
5. Please be considerate of your fellow students. During the time of an examination, quiet is to be maintained at all times. To be fair to everyone, I expect cell phones, pagers, iPods, etc. to be turned OFF and out of sight. Earbuds are to be removed. Anyone found looking at a digital device during an exam will be given an F in the course for academic dishonesty.
6. If the University is closed on a day scheduled for a test, your test will be given during the next time class is held.
7. I will post an answer key to check your bubble sheets. Errors in grading should be brought to my attention within one week of the time you receive your corrected examination. I do not allow you to keep the actual exam questions but you may make an appointment to look over missed questions.
8. If you have documentation from the Office of Accessibility, please see me before the first test to schedule your exams. Extended time is not given during the regular in class exams.

Evaluation:

Clickers: DEADLINE TO BE REGISTERED IS September 3 at 8am

We will use Turning Technologies Response Card RF in class every day. I will ask several questions during the class period. A correct response is worth 1 point. An incorrect response is worth 0.5 points. I will take the final possible point total and adjust it by 15% to take into account missed classes or missed questions. There are no excused absences unless it is a several day absence with a medical excuse. The final point total will be 10% of the class grade. For example, if we accumulate 188 clicker points total. I drop that 15% so that 159.8 is a perfect score. Anyone over 159.8 does not get extra points. If you had 148 points that is $148/159.8 = 0.93 \times 10$ points = 9.3% for your clicker part of the final grade. Register your clicker on our Black Board site. Carrying a clicker for a student who is absent with the intent to give the absent student points, is academic dishonesty. Both students (the present student with 2 clickers and the absent student) will receive a 0 for all clicker points for the term for academic dishonesty.

Homework

Athletes practice on a regular basis to train their muscles. They don't go into an event without hours of practice spread over weeks. For you to do well in biology, you can't cram the night before and expect to do well. You need to practice. Homework is practice for thinking like a biologist.

You will complete online homework assignments (Connect) for 15% of your grade.

There are 3 types of assignments.

- First, you will have a "Pre-lecture" assignment due for each chapter. Read the text book first to become familiar with the material. Then answer 5 questions pertaining to that chapter. This gets you familiar with the material so that you are prepared for lecture.
 - These are due at **8am** the day of lecture.
 - I will use the results to guide what I cover in class.
- Second, "Pre-exam" homework is due before each exam (except the final). Study for your exam first before starting the assignment. You will answer 10 questions that are similar to the in class exam questions. This will help you decide if you are prepared for the exam or not.
 - These are due at 11am the day of the exam.
 - These are more difficult questions requiring more thought and effort.
- Third, LearnSmart is an adaptive quizzing program. It gives you a set of questions. The next set of questions is based on how well you did (or not) on the first set. If you are well prepared, these assignments take little time. If you are not well prepared, the assignment takes longer because you need the extra work to become proficient.
 - These are due at 11am the day of the exam.
 - These are more basic questions to make sure you understand vocabulary and basic concepts.

Regular Exams:

4 multiple choice regular exams will be given. These exams are 50 multiple choice questions each worth 2 points. They will not be comprehensive. Exams end at the end of the class period. If you arrive late, the exam is still due at the end of the class period. If you come in after the first person has left the exam, you will take the essay exam at a later time.

Exams taken at any time other than your regularly scheduled class time (early or late) are in essay format. Ten (10) essay questions will cover the same material as the exam. Contact your instructor to set up a time and place for an essay exam.

4 exams x 100 points each = 400 points = 75% of class grade

Final Exam:

The final exam is optional. If you are satisfied with your grade, you do not need to take the final. If you want to improve your grade, you may take the final. The final will consist of 100 multiple choice questions covering the entire semester. Each question is worth 1 point. The final will replace the lowest of the 4 regular semester exams. If the final is lower than one of your 4 in class exams, it will not count against you.

Clickers	10%
Homework	15%
Regular exams	75%
	100%

Academic dishonesty:

Academic dishonesty is a serious topic at the University of Toledo. The department policy on academic dishonesty is attached to the end of this syllabus.

Final grades will be determined based on the following scale.

Grade	% Correct
A	90-100
A-	87-89
B+	83-86
B	79-82
B-	75-78
C+	71-74

Grade	% Correct
C	70-67
C-	66-63
D+	62-59
D	58-55
D-	54-51
F	50-0

Other notes:

If you stop coming to class, you will receive an F unless you

- Drop the class by September 2
- Withdraw from the class at the registrar's office by October 25

The grade of **Incomplete (IN)** is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. In order to receive an IN you must be passing the course and make arrangements with me to complete your work.

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Session	Chapter	Homework	
August 20	1	Chapter 1: Pre-lecture due Aug 26 5pm	
August 22	2	Chapter 2: Pre-lecture due Aug 26 5pm	
August 27	3	Chapter 3: Pre-lecture due Aug 27 8am	
August 29	4	Chapter 4: Pre-lecture due Aug 29 8am	Sept 2 – Drop deadline
September 3	5	Chapter 5: Pre-lecture due Sep 3 8am	Register clicker by Sept 3
September 5	6	Chapter 6: Pre-lecture due Sep 5 8am	
September 10	Exam 1 (1-6)	Pre-Exam 1 due Sept 10 11am LearnSmart (1-6) due Sept 10 11am	
September 12	Post-exam discussion – attendance required		
September 17	7	Chapter 7: Pre-lecture due Sep 17 8am	
September 19	8	Chapter 8: Pre-lecture due Sep 19 8am	
September 24	9	Chapter 9: Pre-lecture due Sep 24 8am	
September 26	10	Chapter 10: Pre-lecture due Sep 26 8am	
October 1	No class – Fall Break		
October 3	12	Chapter 12: Pre-lecture due Oct 3 8am	
October 8	13	Chapter 13: Pre-lecture due Oct 8 8am	
October 10	14	Chapter 14: Pre-lecture due Oct 10 8am	
October 15	Exam 2 (7-14)	Pre-Exam 2 due Oct 15 11am Learn Smart (7-14) due Oct 15 11am	
October 17	15	Chapter 15: Pre-lecture due Oct 17 8am	
October 22	16	Chapter 16: Pre-lecture due Oct 22 8am	October 25– withdrawal deadline
October 24	17	Chapter 17: Pre-lecture due Oct 24 8am	
October 29	23	Chapter 23: Pre-lecture due Oct 29 8am	
October 31	24	Chapter 24: Pre-lecture due Oct 31 8am	
November 5	25	Chapter 25: Pre-lecture due Nov 5 8am	
November 7	26	Chapter 26: Pre-lecture due Nov 7 8am	
November 12	Exam 3 (15-17, 23-26)	Pre-Exam 3 due Nov 12 11am LearnSmart (15-17, 23-26) due Nov 12 11am	
November 14	27	Chapter 27: Pre-lecture due Nov 14 8am	
November 19	28	Chapter 28: Pre-lecture due Nov 19 8am	
November 21	29	Chapter 29: Pre-lecture due Nov 21 8am	
November 26	30	Chapter 30: Pre-lecture due Nov 26 8am	
November 28	No class - Thanksgiving		
December 3	18	Chapter 18: Pre-lecture due Dec 3 8am	Last day clicker questions
December 5	Exam 4 (27-30, 18-19)	Pre-Exam 4 due Dec 5 11am LearnSmart (27-30, 18-19) due Dec 5 11am	Last day online homework

OPTIONAL FINAL EXAM

THURSDAY December 12 from 10:15am-12:15pm
(no pre-exam homework for final exam)

Policy Statement on Academic Dishonesty

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
- Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
- Giving or receiving substantive aid during the course of an examination;
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
- Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
- Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

- The student may be assigned an F for the work in question.
- The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
- The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the Student Handbook.

Using Your ResponseCard in BIOL1120

Your ResponseCard is a radio Frequency (RF) transmitter. It sends a signal to the instructor's receiver. The signal contains your answer and the transmitter's ID code. This ID code must be matched to your name for you to receive credit.

Your ResponseCard can be used in many classes. You should **not** buy a new ResponseCard for every course. At the end of this semester, you can either sell the ResponseCard back to the bookstore for half the purchase cost or keep it for use next semester. Check with your instructors to see if they will use the ResponseCard.

Buttons

The Response card can be used for either letter or number answers. Press the button that corresponds to your answer. The "GO" or "CH" button is used for channel setting. The "?" button sends a signal to your instructor that you have a question.

Registering your ResponseCard

Your name must be associated with the ResponseCard ID code for you to get a grade. If you use another student's ResponseCard, you will not get credit. If you have to buy another ResponseCard, you must tell your instructor so your ID code can be changed.

1. Go to our BlackBoard course web site
2. Click on Turning Point Registration Tool in the left column
3. Your transmitter code is 6 digits (numbers 0-9 and letters A through F). There is not a letter "O" only a number 0.

Register your ResponseCard by September 3rd at 8am

After that time, the site will be closed and you must register in the office of your instructor

Channel Setting

Your ResponseCard must be set to the same channel as your instructor's receiver.

1. When your instructor has set up the program, press the "go" or "ch" button .
2. The light should alternate red and green.
3. Type in the 2 digit channel code for the class. (Channel 1= 01 or channel 21=21)
4. The light should change to a solid green.
5. After the second digit is entered, press and release the "go" button again.
6. Press and release the 1/A button.

Sending a Response

When polling is open on a question, send your answer by pressing the correct response once. The button will stay green for a few seconds to indicate your response has been received. If the light only lights briefly with a red/green light, polling is not open or you are not on the correct channel.

Each student is required to buy a transmitter.

You must bring the transmitter to every lecture. No provisions will be made for forgotten, lost or broken transmitters. During lecture, the instructor will ask questions. Each student will send their answer using the transmitter. Some questions will be participation points only. Some questions will be graded with correct responses worth more than incorrect responses.

Clicker points are online at BlackBoard.

<http://www.dl.utoledo.edu/login.htm> If you have problems with your BB account contact the Distance learning office at 1 (866) UTOLEDO (a toll free number). If you are having clicker problems, see me ASAP to solve the problem. It is your responsibility to check BB to make sure the points are correct and your clicker is working.

There are no excused absences for lecture.

The first two weeks of the semester anyone with a transmitter will be encouraged to use it but the transmitter is not required. Use of the transmitter is required by the start of the 3rd week of lecture. I will have around 3 questions per lecture (sometimes less or more) for each lecture. The maximum number of clicker points will be set 15% below the actual total points offered. This margin is built in to eliminate excused absences, forgot the clicker, broken, dead batteries, etc.

Every device has a rate of failure.

The transmitters have been thoroughly tested and flaws eliminated. If you feel your transmitter is not functioning, **it is your responsibility to check your grades online** at BB to see if your responses have been received and the correct transmitter # is recorded for you. If you feel the transmitter is not working, return it to the bookstore for a new unit. You **MUST** notify your lecture instructor immediately of the new transmitter number. Again, it is your responsibility to check your scores and make sure your transmitter is working.

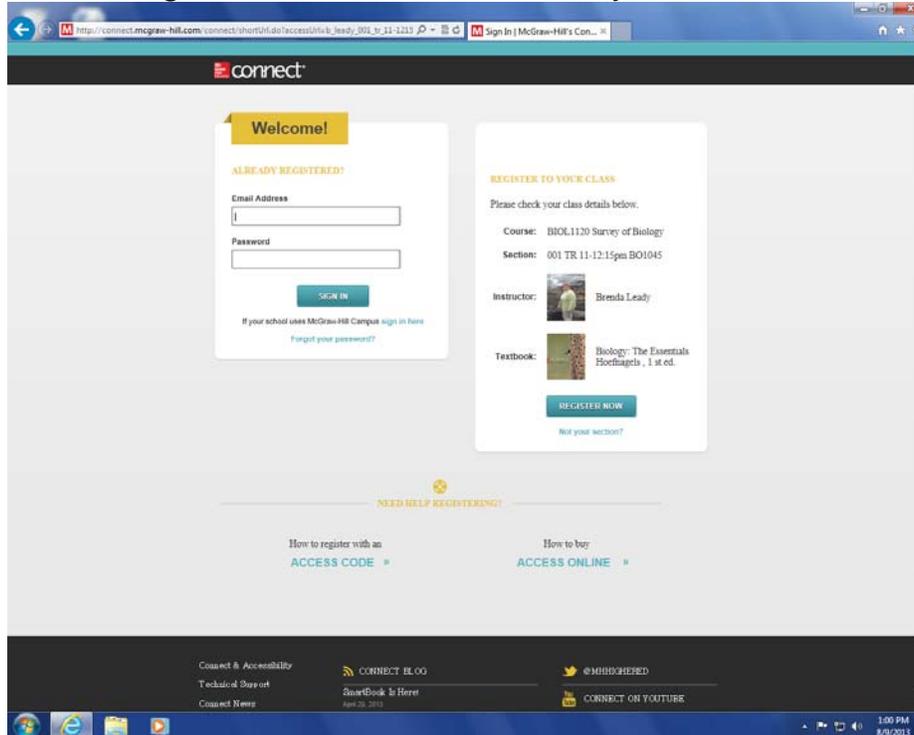
Academic Dishonesty

Bringing another clicker to class with the intent of accumulating points for someone who is absent is academic dishonesty. Both the person carrying the additional clicker and the person who is absent will be held accountable. The result will be a loss of **all** clicker points for both parties and an academic honesty letter to the parties involved.



Registering for Connect

Go to http://connect.mcgraw-hill.com/class/b_lead_001_tr_11-1215pm_bo1045



Click on the register now button

You have 3 options

- 1) Type in the registration code you bought in the bookstore (either in a package with the book or as postcard with just the access code).
- 2) Buy an access code online. This is the cheapest way to buy the e-book and homework access.
- 3) "Try before buying" gets you 3 weeks of free access. At the end of 3 weeks your access is blocked. Once you pay for access, all your grades will still be in your account.

