Course Policies:

Lectures: Lectures meet in Lipke Auditorium: Mon, Weds, Fri 12:30 to 1:20; regular attendance is expected. Extra copies of handouts can be found outside W-3-003.

Lab Sections: Lab sections meet in W-2-030 and -032. Some labs involve hands-on activities; others involve problem-solving exercises. Lab sections will be assigned during the first week of class; you may not switch sections after that time. Attendance in lab is expected. You may make up lab a missed lab by attending another section that meets during the same week with the permission of the TA. You are strongly encouraged to read the lab manual before lab. Some labs have pre-lab exercises based on the lab manual; these are due at the start of lab and will not be accepted late. **You will not be admitted to lab unless you have a copy the lab manual, the APAIB book, and a completed pre-lab with you.**

The lab sections are as follows:

Section	Time	Room	Section	Time	Room
1	Tues 10-1	W-2-030	7	Weds 1:30-4:30	W-2-030
2	Tues 10-1	W-2-032	8	Weds 1:30-4:30	W-2-032
3	Tues 2:30-5:30	W-2-030	9	Thurs 10-1	W-2-032
4	Tues 2:30-5:30	W-2-032	10	Thurs 2:30-5:30	W-2-030
5	Weds 9-12	W-2-030	11	Thurs 2:30-5:30	W-2-032
6	Weds 9-12	W-2-032	12	Fri 9-12	W-2-032

Note: lab sections are very full - if you do not fill out a student information sheet at the first lecture, your space in lab will be given to another student even if you are registered for the class.

Practice Problems: The lab manual also contains practice problems. These problems cover the course material for the week in which they are assigned. You are strongly advised to work through these problems and write out solutions outside of class – they are very similar to what you will find on the exams. Solutions to these problems are included in the package of lecture handouts – you should work the problems completely before looking at the solutions.

Readings: Lectures and readings are designed to be complementary. Often, the emphasis of lecture will be different from the book. Although the course emphasizes lecture material more than readings, exams will draw freely from both lectures and readings.

Development Group: Tuesdays 1-2 in W-2-032. I will lead a group discussion of the week's material as a tutorial for you and an opportunity for me to understand how you are learning the material.

Exams: There will be four exams: three 50-minute exams given in class during the semester and a comprehensive 3-hour final exam. There will be no make up exams. No conflict exams will be given. If you arrive more than 5 minutes late to an exam, but before the first person has finished the exam, you will be given as many minutes as you were late as extra time after the exam. We may offer exams held in the laboratory at the same time as the lecture exams if there is space available. We will drop the lowest grade of the three 50-minute exams when calculating your overall grade. The final exam will be scheduled during the semester. The final exam score cannot be dropped. You may bring a single 8.5 x 11 sheet of paper with whatever you want on it to each exam.

Exam	Lectures Covered
1	Introduction 1 through Genetics 7
2	Chemistry 1 through Biochemistry 8
3	Cell Biology 1 through Molecular Biology 8
Final	Introduction 1 through Cancer 4 with emphasis on Cancer 1 through Cancer 4

Exam Re-grades: Occasionally, we make mistakes when grading. If you feel that your exam was graded in error, you can request a re-grade. Instructions and notes for re-grading:

- Re-grades must be in writing; because different TAs graded different questions, neither I nor your TA can re-grade your exam "on the spot".
- When asking for a re-grade, you should include the following:
    - Your whole exam. Do not mark on it in any way. In order to prevent cheating, we xerox or scan some or all of the exams; any marks made on your exam after it was graded and given to you in lab may be interpreted as cheating. Students who alter their answers and submit these altered answers for a re-grade will receive a grade of "F" for the course and a latter will be sent to the Dean of Undergraduate Education notifying him/her of the incident.
    - A note on a separate piece of paper (attached to your exam) explaining what needs to be re-graded. Don't simply say, "Re-grade question 3"; you should explain why your answer deserves more credit that we gave. If it is an addition error, explain which numbers were added up incorrectly.

    - Re-grade requests that do not follow these rules will be returned without review.
- Re-grade requests must be turned in to your TA or Brian White within 2 weeks of the date the exam was handed back in lab.
- Re-graded exams will be returned in lab about 2 weeks later.

Snow days: If class is cancelled due to snow, check the web site or my office phone for announcements. In general, snow days before exams will not cause the exams to be moved; if a snow day falls on an exam day, the exam will be held in the next lecture period.

Tutor-led Study Groups: There are several tutors to help students in Bio 111. Tutoring is free and open to all students. The tutors will lead weekly study group workshop sessions where they will go over that week's APAIB problems as well as answer questions. Regular attendance is strongly encouraged.

Software from *A Problems Approach to Introductory Biology* will run on almost any computer, Mac or PC. It is also set up to run on some of the computers in the Library. In the Red lab (Healey Library UL), it is set up on the PCs only. You can access the programs from the programs menu; look in the "B. White APAIB" sub-menu; you can also run it from the CD on these computers. The software is also available on the PCs on the 4th floor of the Library and on the 2nd floor on the computers behind the Cafe.

Readings and Activities

The readings in *Campbell* are intended to be read before the lecture listed. Because the readings do not always go in the order found in the book, it may be useful to review by reading all the sections in page order rather than the order on the reading list. The activities on the CD-ROM are intended to help reinforce the concepts learned in lecture.

The practice problems in *APAIB* are designed to be worked after the lecture listed. You will notice that some lectures have many problems while others have none. In general, by the end of the lecture listed, you have all the information necessary to solve the problems listed. Some of these problems will be worked each week in lab to show you problem-solving strategies. You do not have to do all the listed problems after each lecture; you should be sure to have done them all before the exam on that material.

Grades: Your final grade will be calculated as follows:

40% hour exams (20% for each of your best 2 grades)
20% final exam
40% Lab: Your lab grade will consist of 530 points, divided as follows:

Done at home & handed in at start of lab		Work done entirely in lab	
Pre-labs	9 x 10 pts = 90	VGL I Checkoff	10
VGL I Report	30	Mitosis, etc. Checkoff	10
Mitosis, etc. Report	30	VGL II Checkoff	10
VGL II Report	50	Live Long and Prosper Checkoff	20
Protein Structure I Report	40	Chemical Structures Checkoff	10
Catalase Report	35	Small Molecules Worksheet	20
LEGO DNA Report	10	Chemical Properties Worksheet	30
Gene Explorer Report	20	Protein Structure II Checkoff	30
		Protein Structure Survey	10
Done in Lecture:		Glycolysis Checkoff	10
Genetics Survey	10	LEGO DNA Checkoff	10
iClicker	35	Gene Explorer Checkoff	10
		Total:	180
Total:	350		

Due dates: Lab reports are due as indicated in this syllabus or as modified by your TA. In cases where there is a conflict between when the Lab Manual says that a report is due and when the syllabus or TA says so, your TA is the final source; the syllabus is next. In certain cases, and only with the permission of your TA, lab reports may be turned in to the TAs mailbox in the Biology office (W-3-021) by 5:00 PM on the day that they are due. In **ALL** other cases, late reports will **NOT** be accepted – do not assume that we will grant you an exception. I have

very limited flexibility; if you need an exception, it can only be granted if you come to me in advance.
⇒ If you have computer problems with your lab report, you have several options for turning it in on time (in each case **you** are responsible for making sure that your TA receives your report):

1. Turn in a partially-complete report on time.
2. Bring your report to your TA on disk (only with your TA's permission).
3. E-mail your report to your TA as an attachment (only with your TA's permission).
4. Fax your report to the Biology office (617 287-6650); attention: your TA (only with your TA's permission).

It is always good practice to keep backup copies of lab reports on other disks to guard against hard drive crashes.

Incompletes: Incompletes will only be granted under certain special conditions (see Brian White for details). To receive an incomplete, you must be passing the course and the work to be completed must be a well-defined unit of the course. An incomplete **must** be arranged in advance of your absence at a meeting **in person** with Brian White.

Extra Credit: On a limited basis, extra credit for a missed exam or lab report may be granted for contributions to the course electronic archives. This must be arranged with Brian White in advance on a first-come-first-served and time available basis. Contributions include detailed exam solutions, lab write-ups, lecture notes, practice problems, etc. and must:

(1) be entirely electronic: on Mac formatted disk in Microsoft Word format
(2) be apropos of the material you want to make up
(3) be useful to future generations of Bio 111 students

Only one exam or lab report can me made up in this way per student. All such projects must be arranged with Brian White by Molecular Biology 5 and be completed by the last day of classes. Projects must be of sufficient quality to be accepted and continued.

Academic Conduct: It is important that you are familiar with the following sections of the UMass Boston 2005-2007 Undergraduate Catalog: Academic Standards, Cheating, and Plagiarism (pp. 352-353); and Student Rights and Responsibilities -- Academic Dishonesty and Misconduct (pp. 355-362). In this course, penalties for academic misconduct, including plagiarism (copying from another student, a book, or the internet), are strictly enforced. It is my policy to make the consequences of being caught cheating on a given exercise much more severe than the consequences of not turning in that particular exercise.

Lecture Audio I make a digital audio recording of each lecture and post these on the course website. A complete set of lecture audio from last year's Bio 111 is currently available on the website. This year's lecture audio files will replace those from last year as the lectures are given. Filenames in green are from this year; filenames in red are from last year. Many students find these recordings helpful when reviewing their lecture notes. **DANGER**: these are not a substitute for attending lecture!!!