Introduction

BIO206L deals with the structure and function of organisms within an evolutionary framework. Obviously this covers a vast amount of information. It is impossible to treat this much material in depth in a single semester course. Therefore, we shall emphasize certain things that illustrate important biological principles. You will be exposed to a diversity of biological material, mainly in a hands-on rather than a demonstrational context. You should have either registered for or have credit for the lecture series BIO311C and BIO311D in order to take BIO206L. If this is not the case, you should consult one of the instructors as soon as possible (see below).

BIO206L consists of the range of unique numbers 48385 – 48515. Each unique number corresponds to a specific lecture time & location on Mondays, and a specific laboratory time & location on Tuesday, Wednesday, or Thursday. Scheduled locations and times of all BIO206L sections are listed in the Spring 2013 Course Schedule online: http://registrar.utexas.edu/schedules/ You are required to attend the Monday lectures at the time for which you are officially enrolled. These Monday lectures provide an important introduction and background for the lab exercises. You must attend the laboratory BIO206L section for which you are officially enrolled (for authorized exceptions, see below). You should read the laboratory exercise each week before the Monday lecture. You are also expected to be familiar with all the information provided in this syllabus.

Course Instructors

Instructors of Record (IoRs) are responsible for the overall content and administration of the course and they give the Monday lectures. Although all instructors are available throughout the semester for consultation, Dr. Hofmann will administer the first third of the course as well as Exercise 12, Dr. Maas will administer the middle third, and Dr. Allen will administer the remaining exercises. Dr. Allen typically assists with special situations such as special accommodation for students with disabilities, exam conflicts, etc. Dr. Hofmann is the lead Instructor of Record and can be consulted regarding any general or overarching concerns with the course.

Dr. Hans Hofmann

Office Location: PAT 319
Office Hours * Mon. 10 am – 12 pm
Phone: 475-6754
Email: hans@utexas.edu

Dr. Bill Allen

Office Location: PAI 1.22G
Office Hours * Mon. 10 – 1 pm
Phone: 471-2691
Email: billallen@austin.utexas.edu

Dr. Martha Maas

Office Location: PAI 1.13B
Office Hours * Mon. 12 – 2 pm
Phone: 471-3962
Email: mmaas@austin.utexas.edu

Laboratory Coordinator

Dr. Delia Brownson coordinates all BIO206L laboratory activities. Together with her biology preparations staff, Dr. Brownson is responsible for set-up, operations, and maintenance of the BIO206L lab and preparation facilities. Contact phone 232-9281 email delia@austin.utexas.edu; office PAI 1.22A, Mon 10:00 am – noon*.
Laboratory Instructors (Teaching Assistants)
A Laboratory Instructor (LI) will supervise your work in the laboratory each week for the duration of the semester. Your Laboratory Instructor should be your first contact for individual assistance during the course. Each Laboratory Instructor will provide a supplementary syllabus, complementary to this general course syllabus, with additional details for his/her sections including office hours. The supplementary syllabus of each LI is accessible on the course website.

* All instructors will be available at times other than regular office hours as requested. Please email or call to make an appointment at times other than regularly scheduled office hours.

Required materials

Textbooks
The required texts for BIO206L are the lab manual: Laboratory Experiments in Biology: Structure and Function of Organisms printed by, and exclusively available at, the University CO-OP and the Photo Atlas for Biology, 1st ed. (1996) by Perry and Morton (ISBN-13: 9780534235567; ISBN-10: 0534235565) also available at the University CO-OP. An introductory biology text of your choice such as that used in BIO311C and BIO311D is highly recommended (but not required) as a background reference. Supplemental reference material will be on reserve in the Life Sciences Library (MAI 220). Included in this material are sample articles, books, and a guide to provide you with information to help you write your major lab reports.

Course Website
The course website can be found at http://w3.biosci.utexas.edu/bio206L/. It contains general course and instructor information as well as a rich source of online resources that are integral to success in the course (see below). The course website is password protected. As an officially registered student, you may access the course website. You will be given the username and password via a Blackboard announcement and the “welcome” email. Since we have a course website, we do NOT routinely use Blackboard (Bb). All announcements and required course information is accessible from our URL listed above.

LabClicker Quiz System
We will use a LabClicker a web/cloud-based classroom response system for quizzes during BOTH Monday lectures and your laboratory section (enrolled unique). Any wireless device that can access the web (smartphone, iPod touch, iPad, laptop computer, etc.) will be acceptable. See the “Use of LabClicker” section below for login, cost, and additional information.

Quest Learning and Assessment
An integral component of the course will be the use of Quest Learning and Assessment system, a web-based content delivery and question homework server system maintained by the College of Natural Sciences. Quest is accessible at: <http://quest.cns.utexas.edu> Quest will serves as the repository of ALL BIO 206L scores that will comprise your total BIO206L final grade. Although Blackboard (Bb) will be used for certain activities (registration of your LabClicker remote, SafeAssign upload of your formal report, etc.), any scores in Bb are irrelevant. It is your responsibility to ensure that your scores for all of the various BIO 206L assignments are correctly displayed in Quest. Quest is also the site of administration of the Prelab and Postlab assignments, which will constitute a significant portion of your BIO206L grade. See sections “Course Structure: 3. Use of Quest” and “Grading” below.

Important: Quest service now requires a $30 course materials charge per student for its use. Since Quest provides instructional material mandatory for this course, the access charge is similar to the textbook and LabClicker. Moreover, the funds go toward the maintenance and operation of this online resource. When you log into Quest after the 12th day of class, you will be asked to pay via credit card on a secure payment site. You have the option to wait up to 30 days to pay while still continuing to use Quest for your assignments. If you are taking more than one course using Quest, you will not be charged more than $60/semester. For payment questions, email quest.fees@cns.utexas.edu.
Course Structure

1. Lecture Periods

These are held every Monday, consisting of a 50-min lecture, to provide background information on the topics to be addressed in the laboratory exercise that week. Lecture attendance is required (see below). Lectures will be presented semi-formally; you are encouraged to comment or ask questions as appropriate. Lecture attendance and comprehension will be assessed using the LabClicker System (see below). Your LabClicker scores during lectures will constitute 10% of your overall grade in the course.

2. Use of the course website

You should access the course website <http://w3.biosci.utexas.edu/bio206L/> on a very regular basis to keep informed and ensure your success in the course. As stated above, we do NOT routinely use Blackboard (Bb). Any general announcements will be posted on our BIO 206L course website. You will find digital copies of this general course syllabus as well as the supplementary syllabus of your Laboratory Instructor. A pdf copy of each lecture presentation will be posted after the last Monday lecture (by 6pm). There are several important online forms (Lab Switch, LabClicker, Quest, grade discrepancy; see below for more detail) that can serve as the best way to report and resolve issues as they arise. Under the “Lab Resources” tab, a rich source of online resources can be found that is required or may be useful for each particular lab exercise. For example, copies of handouts, data templates, representative images from the class, additional URLs, and other useful content is organized under the “Lab Resources” according to each specific lab exercise. The Quest Prelab and Postlab learning modules contain various images and instructional videos. Copies of these lab-specific instructional videos are accessible independent of Quest via the “Lab Resources” page for each respective lab exercise and can be reviewed at any time. Throughout the BIO 206L lab manual are QR codes that can be used with a smartphone (or other web-enabled devices with a camera) to access relevant videos, pictures, and additional information. The introductory QR code may contain instructions regarding any modifications and should be checked before your laboratory section. The QR codes are merely shortcuts and to ensure no student is disadvantages, all QR-code linked information is also available on the BIO 206L course website on the “Lab Resources” pages. The required Group Analysis reports are also accessible under the “Lab Resources” page for each respective lab exercise. Thus, we highly recommend that you check the BIO 206L course website frequently (prior to, during, and after your lab section).

3. Use of LabClicker

The web-enabled LabClicker system will be used in both lab and lecture. To use the LabClicker system, you must register using your UTEID online at http://labclicker.com/

The use of the LabClicker system requires a $10 plus tax registration fee and a personal web-enabled device such as a smart phone, tablet, computer laptop, etc. If you do not own a personal web-enabled device, laptops may be checked out, similar to borrowing a library book, from the Service Desk of Information Technology Services (ITS) in the Flawn Academic Center (FAC) Lobby. Both PC and Mac laptop configurations are available for 24-hour periods. The ITS laptop checkout service is available at no cost to current students; however, late fees may apply. For more information, see http://www.utexas.edu/its/laptop/

You are required to bring a properly registered and functioning web-enabled device to every lecture and to every laboratory period since scores based on your participation and understanding will be assessed according to your individual responses using the LabClicker system. Lecture quizzes will be on a 10-pt scale with 4 points given for attendance (as detected by an LabClicker answer to any questions) and the remaining 6 points for correct answers only. The number and timing of questions asked is at the discretion of the particular Instructor of Record (e.g. 3 questions near the start, middle, and end of lecture for 2 pts each). Lab entrance quizzes, given at the start of each lab, consist of 5 questions with correct answers worth 1 point each.

Instructions regarding the proper online registration of LabClicker and its usage as well as any assistance necessary will be provided by email and on the course website. IMPORTANT: Information will also be provided online regarding how to seek help should you have any technical difficulties with the LabClicker system. Please note, the BIO 206L Instructors of Record and Laboratory Instructors are NOT responsible for any technical difficulties you may experience with the LabClicker system. You should seek technical support ONLY from LabClicker company support (for access/payment issues), UT-ITS help desk (for wifi access issues), and the BIO 206L instructional support staff via the online forms on the course website.
4. **Use of Quest**

As indicated above, the **Quest Learning and Assessment** system is a required and integral component of the course. Quest will be the repository of ALL scores that comprise your total BIO 206L grade (see Grading below). Although some scores may appear in the Bb grade center or elsewhere, your overall final course grade will be assigned according to how the scores appear in Quest. Thus, it is imperative that you routinely check that your scores are correctly displayed in Quest. Discrepancies or concerns regarding scores in Quest must be addressed in writing in using the appropriate online form within the 72 hours of score posting (see below for more details).

Quest is also the site of administration of the Prelab and Postlab assignments, which constitute a significant portion of your BIO 206L overall course grade. Each Prelab and Postlab assignment has a deadline. The precise date and time are indicated in Quest on the Quest assignment summary page for the course and as part of the assignment itself. Note, there are no makeup Prelab and Postlab assignments. Your successful use of this interactive system will depend on your internet service, browser type, and computer. So examine Quest Help files regarding the latest browser versions supported and be sure that you have a reliable computer and internet connection (wireless is NOT recommended) when completing these assignments. Also note, the BIO 206L instructors of record and laboratory instructors are NOT responsible for any technical difficulties you may experience with Quest. An online form on the BIO 206L course website can be used to report immediately any issues experienced with Quest Prelab and Postlab assignments, despite use of recommended browser/computer/internet.

**a. Prelab Assignments** are designed to help you prepare for each upcoming lab in an interactive manner. Prelabs do not have a time limit, so you may spend as much time as you wish on each until its respective deadline. The navigation on the Prelabs is open, so you can preview all the slides of a learning module, review material presented in your lab manual and lecture, go to office hours, etc. to be confident of the correct answers. **NOTE: Each Prelab must be completed PRIOR to its respective deadline.** While Prelabs only constitute 5% of the total grade, do NOT be deceived by the seemingly small proportion. To emphasize the importance of the Prelab assignments and to ensure every effort is made to complete them on time, a major penalty for missed Prelabs will be enforced at the end of the semester. The lowest score in this category is dropped, so you essentially have one “free” miss. However, for 2 or more failures to complete a Prelab assignment on time will result in a **overall final grade reduction by a FULL 1% of the total course grade.** For example, if you miss 2 Prelabs, your grade would be reduced 1%, 3 missed Prelabs by 2%, etc. Use good time management and ensure you do not miss a Prelab! We recommend you start a Prelab as soon as each becomes available and complete it ASAP after the Monday lecture.

**b. Postlab Assignments** are designed to test your understanding as well as your ability to synthesize and apply concepts learned during each lab. Each postlab also has a deadline. Failure to complete a postlab PRIOR to its respective deadline will result in a zero score. Once begun prior to the deadline, each Postlab assignment has a 15-minute time limit. This strict time limit starts with the initial access of the Postlab, and includes the time it takes for the Quest server to receive the submitted answers. You will always want to submit your answers well **BEFORE** the submission 15-minute time limit or risk receiving a zero score. Each Postlab assignment tends to have applied questions based on concepts learned in the exercise and completion of the Group Analysis report can be a great help. However, students that wait until minutes before the deadline (Monday nights) experience slow response times. Thus, we recommend you complete the Group Analysis report ASAP after your lab and then complete each Postlab assignment soon after it becomes available (Thursday nights).

5. **Use of the Laboratory Manual**

The laboratory manual consists of 15 Exercises. There is also an introductory section with Safety Rules and an Appendix with useful information. Exercises will be performed as listed in the manual according to the dates given in the BIO206L Course Schedule. The manual provides the basis for successfully understanding the lecture, performing the exercises, completing the Group Analysis reports and Quest Postlab and Prelab assignments, and preparing for the midterm and final exams. Each exercise has background information to improve your understanding of the principles behind the procedures. We highly recommend that you read the entire lab exercise well before lecture such that you may get any questions you may have answered during officers before lab and to allow for greater success with the Quest Prelab assignments and lab entrance quizzes. Bring your laboratory manual to the laboratory classroom during each exercise, so you can follow the “Procedures” accurately and complete the Data & Results as specified by your laboratory instructor.
Some exercises may require modifications. In such instances, you will be provided with instructions regarding such modifications to successfully complete the exercise.

6. Laboratory Exercises

The Course Schedule lists the lecture topic and laboratory exercise that will be covered each week during this semester. These exercises illustrate some of the relationships between structure and function in organisms at different levels of biological organization -- from molecules to behavior.

a. Laboratory attendance is mandatory. Most laboratory exercises, including required clean-up, will require about 3.5 - 4 hours to complete. You must read the each week's Exercise in the laboratory manual prior to the start of your respective laboratory period, however, we highly recommend that you carefully read all sections of the entire lab exercise prior to completion of the Prelab assignment and the Monday lecture. Peruse the "Group Analysis" questions available on the course website prior to the laboratory period as well. This will help ensure that you are fully prepared to complete the required procedures, record data, acquire the necessary lab skills, and understand the basic underlying concepts.

b. You will be given a “Lab Entrance Quiz” using the LabClicker system at the beginning of each laboratory period so punctuality is obligatory. These quizzes are designed to test your preparedness and understanding of laboratory details. They will cover the information presented in lectures and/or the lab manual that you should know in order to conduct the exercise scheduled for the week of the quiz. Thus, if you actively participate during lectures and attentively read the exercise before coming to lab, these quizzes should be quite easy. The lowest quiz score will be dropped.

c. Your “Laboratory Performance” grade will be based upon three categories and is a substantial component (15%) of your final course grade. See specific details below and for detailed evaluation criteria, see the supplementary syllabus given by your Laboratory Instructor.

You are expected to arrive on time, turn in any due assignments immediately after arriving, take the Lab Entrance Quiz, and then begin work as instructed. Do not begin any lab work until instructed to do so by your Laboratory Instructor. In some cases there will be additional instructions, altered procedures, or special precautions that must be explained first. The Laboratory Instructors may also provide guidelines for the data and results expected for the particular lab. You will be assigned to work within a group of several (typically 4) students. Groups will be assigned during the first laboratory period of the course with mandatory random switches among groups done throughout the semester as directed by your Laboratory Instructor. Be sure to plan together as a group well in advance and before beginning the exercise as to how to proceed and work efficiently as a team. Some labs may require the group to work on different aspects of an exercise in order to complete the lab on time. Note, however, all students are responsible for every aspect of the course. One who fails to carry his/her own “weight” in the team typically does poorly overall in the course.

First, the Laboratory Instructor will carefully observe as you perform the activities of each laboratory exercise. Your “Lab Technique” (5%) score will be determined by the quality of your work and progress to develop good laboratory skills during the semester. Work well as an individual to develop your repertoire of laboratory skills.

Second, “Data and Results” constitute 5% of your laboratory performance. The Laboratory Instructor will provide specifications for the data and results as appropriate for each exercise. Each individual within your group should record the information separately, even though for many of the exercises all members of a group will have obtained the same information. The observations of living or preserved specimens should be in the form of notes, drawings, and/or diagrams, which must include complete identification of the organism, body part(s) or structure(s), and any other pertinent information (e.g., age or state of maturity, sex, specific strain or preparation, etc.). Any illustration made with the aid of a microscope should have a note next to it indicating the type of microscopy used (e.g., bright-field) and the total magnification at which the specimen was observed. Artwork will not be graded on the artistic quality; while this is valuable, it is more important that the organisms and/or structures are clearly recognizable and properly labeled. If the exercise involves making a series of observations to note changes over time, the report should also include a brief summary or conclusion. Note, much of this is directly required for the Analysis and/or will help you prepare for the exams so put forward a good effort toward completeness and obtain “Data and Results” as specified for each lab. If time permits, you should begin work on the Group Analysis assignment immediately after completing all the components of the exercise. It is to your benefit to examine the Group Analysis questions, ensuring you have the proper obtain “Data and Results”, and complete as much as possible while the material is still fresh in your mind and your Laboratory Instructor is present to help you.
Finally, your attitude, effort, and adherence to instructions and safety rules will be evaluated also. “Clean-up & Accountability” will account for 5% of your lab performance. The Laboratory Instructor will explain required clean-up activities and clarify other course obligations as necessary for a given laboratory period. Perform “Clean-up” duties and complete other laboratory responsibilities as required. Be a good team-player, have a helping attitude, and contribute to the success of the class as a whole.

You may ask permission to be dismissed after your group has completed all of the Procedures for that exercise including submitting any Data & Results and Clean-up responsibilities. On occasion you may be required to stay until others in the class are finished; for example, when class data are to be collected and used in the Group Analysis assignment for an exercise. You may consider the exercise complete only after all clean-up activities assigned to your group have been completed, results have been submitted, and your Laboratory Instructor has given permission for you to leave.

d. After completion of each exercise, you will complete the “Group Analysis” assignment. These questions will require you to explain your observations / data as well as their significance with conceptual synthesis and application to evaluate your understanding of the experiments conducted. You must have participated in the lab in order to submit the Group Analysis report (although valid emergency exceptions may apply –see “Policy with Respect to Absences” below). This Group Analysis is an integral component of each exercise and will be completed and submitted as an assigned team, however, division of labor on Group Analysis assignments is NOT allowed. Each group member must contribute one’s own work and to do so equally for ALL components of each assignment. You are expected to maintain the University's Honor code (see the “Policy on academic integrity” below). Dividing up the questions among group members is NOT ALLOWED because it is not an effective strategy toward thorough and accurate completion of the Group Analysis assignments, preparing for exams, or doing well in the course overall. Moreover, if questions about academic integrity arise, all students of the group face the same consequences even if one individual of the group may be principally responsible. Again, each group member is responsible for entirety of the Group Analysis assignment.

Access the Group Analysis assignment from the course website prior to each laboratory period. The Group Analysis assignments should be examined prior to and during the lab to ensure you acquire the proper data and you fully understand the questions. You may and are encouraged to complete as much as possible of each Group Analysis assignment during the actual lab. This way can resolve any questions with the help of your LI or UGLA in lab. Complete and organize your prepared responses to the Analysis questions in the same order listed and according to ANY additional specification given by your Laboratory Instructor. Write in complete sentences, using proper grammar and spelling when an explanation is required. Be complete yet concise in your answers. Each report will be graded on a 15 point scale (constituting 15% of your overall grade in the course) with each group member typically receiving the same score. Grading will be according to a standardized grading rubric (see the course website) based on completeness, evidence that experiments have been conducted correctly and carefully, accuracy of illustrations and identifications/labels, interpretation of results, and clarity. Neatness and brevity will also be taken into consideration. Incorporate data into appropriate graphs, tables, labeled figures, etc. whenever possible and as instructed.

One copy for group submission should be printed PRIOR to the start of lab. Note: you may not print Group Analysis reports using lab computers/printers. Your group’s printed copy is to be submitted at the beginning of your laboratory period in the week immediately following the exercise (unless stated otherwise). Any Analysis Reports submitted later than 10 minutes after the start of the laboratory period on the due date will be considered late and penalized 10% each day (see "Policy with Respect to Tardy Completion of Assignments" below). ALL Group Analysis reports will be counted (no dropped scores). Do not wait until just prior to your lab to complete this group assignment. Rather, complete your Group Analysis assignment as soon as possible after each lab while the material is fresh in your mind. Also, as noted above, this may help you to be more successful with Quest Postlab assignments.

e. Formal Lab Write-up. Exercise 12 will be written up as a formal lab report. This report is to be submitted in the format of an article as it would appear in a professional scientific journal. Successful completion of Exercise 12 and the formal report will also involve an introduction to library resources with interactive online library tutorials and a peer-review of your formal report prior to final submission. A written summary of “Guidelines for Lab Reports” is provided as part of the lab manual. Additional details and guidelines will be given later in the semester and will be available on the course website.
7. Examinations

Midterm Exam: There will be a midterm exam given on Monday MARCH 25th at 7:30 – 9:00 pm. This exam will cover both lecture and laboratory material relating to Exercises #1 – #7. It will have a written as well as a practical portion consisting of slide projections requesting identification of the structure and/or function of organisms viewed in the laboratory exercises.

Final Exam: The final exam will be cumulative and cover both lecture and laboratory material from Labs #1– #15; it will have a written as well as a practical portion. The tentative Final exam for the class follows the official university posted exam schedule: http://registrar.utexas.edu/schedules/132/finals/index.html

The University will post the definitive final exam schedule three weeks prior to the exams.

<table>
<thead>
<tr>
<th>Lecture meeting time</th>
<th>Date of final</th>
<th>Time of final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 8:00–9:00 am</td>
<td>Tuesday, May 14</td>
<td>2:00–5:00 pm</td>
</tr>
<tr>
<td>Monday 9:00–10:00 am</td>
<td>Wednesday, May 8</td>
<td>2:00–5:00 pm</td>
</tr>
<tr>
<td>Monday 2:00–3:00 pm</td>
<td>Saturday, May 11</td>
<td>2:00–5:00 pm</td>
</tr>
</tbody>
</table>

The details of these exams will be discussed at a later date. If you have a legitimate academic conflict with the scheduled evening Midterm or the Final, contact Dr. Allen ASAP before the 4th class day to discuss the possibility of scheduling an alternate time.

Student Obligations in BIO206L During a “Typical” Week

- Prior to Monday lecture: Read through the entire exercise, especially the background information. Review your lecture notes from the previous week's lecture.

- During Monday lecture:
  - Take notes to record information relevant to the exercises, and of value to gain retain understanding in preparation for exams. PDF versions of the MS PowerPoint lecture presentations will be posted on the course website by 6pm.
  - Note any special announcements pertaining to the course, the current week's exercise, changes in lab procedures, etc. See the link/QR code of updates.
  - Answer graded questions based on material for the current week's exercise as given during the lecture using the LabClicker system.

- Prior to the lab exercise:
  - Complete the Prelab assignment in Quest before the specified deadline (typically Mondays 8 PM). Recall, failure to complete more than one by the specified deadline, regardless of excuse, results in a 1% deduction from the total final grade.
  - Carefully re-examine the entire exercise as well as the corresponding lab resources including instructional videos and the Group Analysis questions available online.

- At the beginning of lab:
  - Submit answers (one copy per group printed in advance) to the Group Analysis questions for the previous exercise.
  - Take the Lab Entrance Quiz using the LabClicker system on your web-enabled device.

- During the lab exercise:
  - Perform the exercise in cooperation with other members of your group.
  - Acquire data, taking good notes and making good observations. Complete and submit Data and Results sections as indicated by your LI.
  - Adhere to safety precautions. Perform proper disposal and clean up requirements and any other specifications as given by your LI.
  - Begin working on the Group Analysis questions.
  - At completion of the lab, have your work area inspected and request dismissal.

- After/between labs:
  - Complete your answers to all component of the Group Analysis ASAP after lab.
  - Work together as a group to summarize and compile individual answers of ALL group members for a thorough, correct, and unified Group Analysis Report.
  - Complete the Postlab assignment in Quest for the next upcoming lab before deadline (typically 8 PM Monday).

- Throughout the semester: Diligently prepare for the midterm and final examinations.

BIO206L Spring 2013 Syllabus
Page 7 of 11
Grading

All scores that will comprise the total final grade will be posted in Quest (NOT Blackboard). All student grades will be available for individual inspection on Quest using your UTeid. This means YOU ARE RESPONSIBLE to review and confirm in timely manner each week that correct grade has been posted in Quest.

All concerns, discrepancies, or disputed grades MUST be addressed in writing using the designated online form (see course website) within 72 hours of score posting on Quest. Issues with specific components of laboratory grades should be brought to the immediate attention of your Laboratory Instructor as well. Grade issues will NOT be discussed during (nor immediately before nor after) the laboratory period or lecture. Federal Law prohibits discussion of specific grades or certain types of personal information via email. Scores and evaluation of your performance may be discussed ONLY during office hours or by appointment. Recall that your Laboratory Instructor does NOT handle discrepancies regarding Lecture LabClicker quiz score; rather these too should be addressed in writing within the week of score posting in Quest via the designated online form on the course website. Again, scores are considered final once posted for greater than 72 hrs and will not be changed for any reason subsequent after that time.

To receive your grades, you must agree to abide by ALL of the rules and regulations of the University as well as those stated within the general course and the supplementary syllabi.

Your grade in BIO206L will be based upon your performance using the percentages assigned for the categories as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Attendance&amp; Participation (LabClicker)</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Lab Entrance Quizzes (LabClicker)</td>
<td>5%</td>
</tr>
<tr>
<td>Lab Performance</td>
<td>15%</td>
</tr>
<tr>
<td>Group Lab Analysis Reports</td>
<td>15%</td>
</tr>
<tr>
<td>Quest Prelab Assignments</td>
<td>5%</td>
</tr>
<tr>
<td>Quest Postlab Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Formal Lab Write-up</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Recall for 2 or more failures to complete a Prelab assignment on time will result in an overall final grade reduction by a FULL 1% of the total course grade.

The grade you will receive at the end of the semester is the grade you earn. There is NO extra credit of any kind in this course. If you are having trouble in the course, please discuss the situation with an Instructor as early in the course as possible. It is very difficult to make adjustments late in the semester. The final semester total score will be calculated to the hundredth's place with NO rounding up. Each final grade will be individually checked by the Instructors of Record. Any borderline cases will be given full consideration BEFORE the Final Grades are assigned so please do not waste the IoRs' time asking for special consideration at the end of the semester.
Final Grade Assignment

The University of Texas at Austin has adopted a plus/minus grading system, so the BIO206L course policy on grades will reflect this new University grading system. Your final grade will be computed in Quest by summing the total score obtained in individual components of the course. Letter grades will then be assigned according to the following scale:

- 93.00 – 100.00 = A
- 90.00 – 92.99 = A-
- 87.00 – 89.99 = B+
- 83.00 – 86.99 = B
- 80.00 – 82.99 = B-
- 77.00 – 79.99 = C+
- 73.00 – 76.99 = C
- 70.00 – 72.99 = C-
- 67.00 – 69.99 = D+
- 63.00 – 66.99 = D
- 60.00 – 62.99 = D-
- 0.00 – 59.99 = F

Each student will be evaluated individually based on the number of total points received. The grade you earn is the grade you will receive!

** IMPORTANT Policies ***

Policy on academic integrity (Honor Code):

You are expected to maintain academic integrity. The University of Texas at Austin Honor Code states:

"The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community."

All assignments must be your OWN work. Collusion will not be tolerated. Cheating will not be tolerated. Plagiarism will not be tolerated. Everyone should learn a great deal in this course. Copying fellow students’ work or another source (the manual, a textbook, online, etc.) undermines that goal. Realize that you waste your own time and money, if you are not here to learn. All submitted assignments will be checked for evidence of cheating. The use of LabClicker system will also be monitored for cheating. Each student may use only one LabClicker remote and should not look to others for the answers to the LabClicker questions. Quest will be used in a manner expected to minimize cheating. When cheating is suspected, we will act in accordance with the University’s honor code policies. If you become aware of the scholastic dishonesty of a fellow student, you are obligated by the University Honor Code to report it. Scholastic dishonesty harms the individual, all students, and the integrity of the University. The University’s disciplinary penalties will be strictly enforced for ALL parties involved. Note that a party who enables someone else to cheat or plagiarize is equally liable and will receive the same penalty as the cheater. Students who violate the University’s policies on academic integrity are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. At minimum, the incident will be reported to the Dean’s office and SJS, where a permanent record of the violating incident will be placed in the student’s file, and a score of zero will be given for the assignment or exam in question. See the UT academic dishonesty policy online at:

http://deanofstudents.utexas.edu/sjs/
http://deanofstudents.utexas.edu/sjs/acint_student.php
http://deanofstudents.utexas.edu/sjs/acadint_plag_collab.php
http://www.utexas.edu/lbj/archive/writing/plagiarism.pdf
Policy with Respect to Absences and Tardy Completion of Assignments

Attendance and participation during lectures will be monitored through the use of the LabClicker system. The LabClicker questions will be given at various times during the lecture period (for more information, see the "Course Structure" section above). A missed lecture equates to a missed LabClicker lecture score and a recorded absence/zero participation regardless of the excuse. There are NO make-up lectures.

Attendance will be taken during all laboratory periods and the iclicker system will be used as well to evaluate your preparedness and understanding for each lab exercise. If you know in advance that you must miss a regularly scheduled laboratory period during a particular week, then you may fill out the online "Lab Switch Form" to request permission to attend substitute laboratory section for that one lab only. Typical situations that are considered valid include a medical/graduate school interview, death in the family, religious observance, etc. Note, multiple conflicts including conflicting evening exams of other courses are NOT valid. Provided the absence is appropriately justified and if space is available, permission to attend an alternative section will be granted. You will receive an email notification as to the substitute laboratory time and room you may attend for that one lab. You should show this email authorization at the beginning of the laboratory period to the Laboratory Instructor of the section you are authorized to attend. You are required to submit assignments from the previous week’s exercise at the beginning of the substitute laboratory period. (It is your responsibility to ensure that any Group Analysis assignment to which you contributed from a previous week is appropriately attributed to you when submitted in your regular laboratory section.) You will be assigned a temporary group with whom to work during that substitute laboratory period. You must complete any and all assignments (Lab Entrance Quiz, "Data and Result" sheets, Clean-up, etc.) that are given to the other students in the substitute laboratory. The substitute Laboratory Instructor will grade your Lab Entrance Quiz, evaluate your laboratory performance, and provide these scores to your regular Laboratory Instructor along with all assignments that you submit. You must attend your regularly scheduled laboratory section for the following lab and submit to your regular Laboratory Instructor your answers to the Group Analysis assignment based on the results from the previously switched lab. A student who attends a substitute laboratory and completes all assignments on time according to this prescribed policy will not be penalized as having missed the exercise.

In emergency situations, where you must miss an exercise without advanced warning, fill out the online "Lab Switch Form" and/or contact Dr. Brownson to attend a lab if possible (prior to Thursday 5pm). Note, there is no mechanism to make up a missed laboratory after completion of any given week of the exercise (lab switches are only valid within the week requested, not for subsequent weeks). If you cannot attend any lab that week or if there are no remaining laboratory times (after Thursday 6pm), fill out the online "Lab Switch Form" as soon as possible to at least document the situation. In addition to submission of the online "Lab Switch Form" you may be required to provide an authenticating reference to confirm the reason of your absence and to determine validity of the excuse for the missed laboratory to ensure your grade is not unduly penalized. Scores of zero will be given for the missed “Lab Entrance Quiz” and “Laboratory Performance”. Provided your excuse is deemed valid, your Laboratory instructor will provide you with data and you will be allowed to complete the Analysis questions for the missed lab, which are to be completed no later than one lab following the lab of your absence. Your Analysis report and any other assignments from the previous week will not be considered late if received in a timely manner.

If you have questions or need assistance with this policy, contact the Laboratory Course Coordinator, Dr. Delia Brownson. If you miss a second laboratory exercise, immediately contact an Instructor of Record. A student who must miss more than one exercise during a semester should strongly consider dropping the course.

All late assignments will be penalized by 10%. Assignments that are due the beginning of a laboratory period will be interpreted as late, if turned in later than 10 minutes after the start of the laboratory period. Assignments will be penalized by an additional 10% for each day late. Any assignment turned in more than one week late will not be accepted for grading, and a "0%" grade will be recorded for that assignment.

Students with Disabilities

Specialized services are available on campus through Services for Students with Disabilities (SSD). Typically you must provide documentation to the Dean of Students’ Office, such that appropriate accommodations can be determined. If deemed that special accommodations may be made, the SSD office should provide you with a letter which you should submit to one of the Instructors of Record as soon as possible (by the 12th class day or as soon as the official accommodation request letter is obtained).
Policy on Religious Observance

Religious holy days sometimes conflict with class schedules. Sections 51.911 and 51.925 of the Texas Education Code relate to absences by students and instructors for observance of religious holy days. It is the policy of The University of Texas at Austin that the student must notify each instructor at least fourteen days prior to the classes scheduled on dates he or she will be absent to observe a religious holy day. For religious holy days that fall within the first two weeks of the semester, the notice should be given on the first day of the semester. Proper notice should be given by completion of the online “Lab Switch Form” to request permission to attend substitute laboratory section for that one lab only. See the above section regarding course policy with respect to absences. The student may not be penalized for these excused absences but the instructor may appropriately respond if the student fails to notify properly PRIOR to the observance or complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence.

** IMPORTANT Dates ***

Students are responsible for keeping track of the important dates listed in the University calendar that may affect their status. The following information is provided by the Registrar’s office at:

http://www.utexas.edu/student/registrar/


January 17 Thursday. Last day of the official add/drop period; after this date, changes in registration require the approval of the department chair and usually the student's dean. Last day undergraduate students may register and pay fees without the approval of the registrar.

Jan 21 Monday. Martin Luther King Day -Holiday. Lab sections held during the week as regularly scheduled.

January 30 Wednesday. “Twelfth class day” this is the date the official enrollment count is taken. Last day to drop a course for a possible refund. Last day an undergraduate student may, with the required approvals, add a course except for rare and extenuating circumstances. Payment due for added courses (add bill) due by 5:00 pm.

March 11–16 Monday–Saturday Spring Break. No classes held.

April 1 Monday. Last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a course (with a Q) except for urgent and substantiated, nonacademic reasons. Remember that you will need your instructor's signature on the drop; and must allow time for this process. Last day a student may change registration in a course to or from the pass/fail or credit/no credit basis.

*Any drop or withdrawal after April 1st must be for non-academic reasons (e.g., a death in the immediate family or a major illness). If that occurs, you should immediately contact your respective Dean's Office.

College of Natural Sciences students should contact the Student Division of the CNS Dean's Office, WCH 1.106, (512)-471-4536 or online at: <http://cns.utexas.edu/deans-office/> for help with undergraduate student affairs including registration changes, drop, or withdrawal. CNS’ Secure Web Services, including application for Graduation, are at: <http://cns.utexas.edu/academics/>

You are strongly encouraged to contact your academic advisor in the advising center of your major if you are having problems with any of your courses. See a counselor in your Dean's office immediately if you are having non-academic problems that you believe require special attention.

April 13. Honor’s Day.

May 3 Friday. Last class day.

May 6–7, 12 Monday–Tuesday, Sunday. No-class days.

May 8–11, 13–14 Wednesday–Saturday, Monday–Tuesday Spring semester final examinations. For definitive final exam schedule three weeks prior to the exams see:

http://registrar.utexas.edu/schedules/132 finals