WELCOME TO GENERAL BIOLOGY 102  SPRING 2013

General Biology 119:102 is the second semester of our year long course for students majoring in the life sciences or pharmacy and for students who intend to attend a professional school in the sciences. As you just completed General Biology 101 last semester and are thus familiar with the structure and policies of General Biology, it is important to review the goals and requirements of General Biology 102.  You should only be registered in a “Z section” for Bio 102 if you had Bio 101 with Dr. Keating either in the Fall 2011 or 2012 semester.  If you somehow got registered for this lecture but did not have lecture with Dr. Keating last semester, you need to switch into a non-Z section of Bio 102 as you will be deregistered without warning.  As you know from last semester, the word "General" in the course title means that this course is designed to prepare you for upper level biology courses in a wide range of topics.  You may find that this course covers far more on each topic, and in greater depth, than the biology courses you took in high school.  The amount of material covered is based on what you will need to know to succeed in a higher level course.  This course is not designed to "weed out" potential majors; on the contrary, all biology-related programs welcome majors.  However, these are all demanding fields, and unless you can master the material in this course, you will not be ready for higher level courses.

As you know, your version of General Biology is organized into lecture and workshop components.  You may also be registered separately for the new General Biology Laboratory (11:117) if you desire the necessary laboratory experience required for Life Science majors.  Dr. Gregg Transue, the Director of General Biology, coordinates the lectures, workshops, and laboratories and will assist you if you have an exam conflict, are ill for an extended period, or have problems in the workshop you cannot resolve with your workshop instructor.  You may contact Dr. Transue by calling the General Biology Office, emailing him at genbio@dls.rutgers.edu or by seeing him during his administrative office hours (to be announced).

Your lecturer is knowledgeable in the topics reviewed in Bio 102 and will announce her office hours and review sessions; please take advantage of these if you have questions about the lecture material or want to verify your understanding of material.  Workshop instructors are either graduate students studying for advanced degrees in various fields in the biological sciences or already have a graduate degree.  Your workshop instructor is trained to guide you in learning strategies and the process of science and will help you prepare for the lecture examinations.  Your workshop instructor will assign and grade the homework, quizzes and reports that make up a substantial part of your course grade.  You should discuss any problems you are having in your workshop with your instructor.  The workshop instructors are given guidelines for writing and grading assignments so that your course grade will not be affected by differences in grading by workshop instructors.  Your final grade will be assigned by the Director of General Biology in consultation with the workshop instructors and lecturers.

The large size of our course presents a significant logistical challenge for us all.  Beginning on page 3, you will find the Official Course Policy and Student Handbook.  While some of the Policy will be emphasized in lecture, review all aspects of the Course Policy immediately; it is a lengthy document covering all aspects of the course.  **Before you can attend your workshop, you MUST go to the General Biology 102 Sakai site and complete the Policy Acknowledgment; find it in the left frame.** Familiarize yourself with course policies using this packet before you go to Sakai.  There are 65 statements that must be acknowledged on the Sakai Policy Acknowledgment; you will not be allowed to attend workshop and will forfeit all grades associated with those workshops until you complete the Acknowledgment with score of 65.  Being familiar with the policy before you start the online Acknowledgment will facilitate completion of the task.  Plan sufficient time to complete the Acknowledgment.  We recommend that you start with Statement 1 and proceed sequentially through the remaining statements.  ALL STATEMENTS REQUIRE YOU TO SELECT ANSWER A.  If you jump around, you may make an error and need to redo the acknowledgment.  We do not want you to spend unnecessary time completing this task, so be careful on your initial attempt.  This is admittedly a sizable task but, the size of the course requires that we ensure that all students are knowledgeable about the Policy so that procedures are correctly followed and problems avoided; your knowledge of policy and procedures will make the semester go better for you.

General Biology Office (Dr. Gregg Transue, Director; Ms. Kathy Agnese, Secretary)
E-mail address: genbio@dls.rutgers.edu  Emails to other addresses will be ignored.
Douglass Biology 106, open 9:00 - 11:15 am, 732-932-9368  Doolittle 127 (Busch), open 1:00 - 4:45 pm, 732-445-0778
Emails to other addresses and calls to other phone numbers will be ignored.
As in Bio 101, we in General Biology do not want you to be “just a number” and will do our best to get to know you individually; however, we need your help to do so. To not be “just a number,” sit down front in lecture, be an active participant in workshop, come to office hours and reviews, or make an appointment and come chat with one of us. Just because there are a lot of other folks in the room does not mean we don’t want to talk with you!

Welcome, and best wishes for a productive and enjoyable semester!

Dr. Gregg Transue & the General Biology Faculty and Staff

GENERAL BIOLOGY PHONE NUMBERS AND OFFICES:

General Information: If you have questions about exam times and locations, section availability, registration problems, general inquiries, contact:

General Biology Office  (Ms. Kathy Agnese, Secretary):
9:00 am - 11:15 am  Douglass Biology Building 106, phone (732)-932-9368
1:00 pm - 4:45 pm   Doolittle Labs, Busch Campus; phone (732)-445-0778
(calls to other phone numbers will be ignored)
Course email:  genbio@dls.rutgers.edu   (messages to other address will be ignored)

General Advising, information on majors in the Division of Life Sciences, course selection: Office of Undergraduate Instruction, Division of Life Sciences Advising Office, Dr. David Mellor, Nelson Labs, Busch Campus, Room B112 (732-445-5270).

PLANNING TO MAJOR IN THE DIVISION OF LIFE SCIENCES?

Visit the Division of Life Sciences Home Page http://lifesci.rutgers.edu/ and click on "The Office of Undergraduate Instruction" to find out about the degree program, curriculum, and much more. The Division of Life Sciences maintains an Advising Office in Nelson Biology Laboratory, Room B112 (732-445-5270). Dr. David Mellor and the other members of our advising staff will be able to answer your questions about majoring in the life sciences. School of Environmental and Biological Science students may also contact Academic Programs and Research located on the second floor of Martin Hall (732-932-3000 ext. 512). You do not have to wait until you declare your major to talk to an advisor in the Division of Life Sciences.
Part 1. General Course Policies:

1. Students lacking the prerequisites (successful completion of General Biology 101) for General Biology will be deregistered from General Biology 119:102 without warning.

2. You should only be registered in a “Z section” for Bio 102 if you had Bio 101 with Dr. Keating in either the Fall 2011 or 2012 semester. If you somehow got registered for this lecture but did not have lecture with Dr. Keating one of these semesters, you need to switch to a non-Z section of Bio 102 as you will be deregistered without warning.

3. Students are responsible for all material covered in lectures and workshops. This includes the announcements that are made at the beginning and end, as well as course content.

4. Acceptable reasons for missing a workshop or examination are: (1) athletic participation – official teams only, not intramurals (provide the General Biology Office with Coach's Letter); (2) religious observance; (3) serious illness; (4) conflict with a regularly scheduled class for an exam; (5) death in your immediate family (provide supporting letter from your Dean of Student's Office).

5. Absences can only be approved or excused by the Director of General Biology regardless of which faculty member is lecturing at the time.

6. You must check for General Biology announcements on Sakai at least once a day. Go to 
sakai.rutgers.edu, log in with your RU Net ID and password, and click on General Biology 102-Keating. Be alert for e-mails from Sakai. Be sure to pay your term bill on time otherwise you will be deregistered from General Biology 102 and unable to access Sakai.

7. If you are deregistered because of term bill payment issues, contact the General Biology office so that we are aware of why you are no longer on the roster. You will be granted a grace period, but you must be working to rectifying the problem. Students must be officially registered to take exams, attend workshops, and receive a grade. You will be denied access to exams and workshops if you are not registered after the grace period.

8. The final exam is comprehensive; material from all lectures will be included on the final exam.

9. The General Biology Office and the Division of Life Sciences Office do not give out scores or grades over the phone or by email for any reason. Students can use the gradebook for grade information.

10. In accordance with University Policy, final exams are not returned to the students. Directions for reviewing your final exam will be announced.

11. In no case will students be allowed to take a retest for any exam or rewrite any assignment.

12. In no case will any examination grade be dropped.

13. No extra credit work will be given.
14. When communicating with General Biology staff, only emails to genbio@dls.rutgers.edu or phone calls to the General Biology office (Douglass Biology 106, open 9:00 - 11:15 am, 732-932-9368 or Doolittle 127 (Busch), open 1:00 - 4:45 pm, 732-445-0778) will be acknowledged. Emails to other addresses and calls to other phone numbers will be ignored.

15. Any student who feels that extenuating physical or personal problems may affect their performance on an exam and wishes to have this fact known to the General Biology Staff must have the problem documented in writing through the Dean of Students office or before the day of the exam. Any consideration given to these factors is at the discretion of the Director of General Biology; no consideration will be given to any circumstance not documented at the time of the exam.

The student is responsible for providing informal sharing of notes among students (which is encouraged) and does not apply to note takers hired to class notes, lecture outlines, exams, or syllabi or to provide them online. This policy does not preclude university sanctioned tutoring or to assist disabled students.

16. The student is responsible for arranging to make up any missed exams, quizzes or other work within the prescribed period given in this policy. If you leave a message or send an email and no one contacts you, it is your responsibility to make contact again. The General Biology Staff will not take responsibility for making arrangements for you. In this regard, only emails to genbio@dls.rutgers.edu or phone calls to the General Biology office (Douglass Biology 106, open 9:00-11:15 am, 732-932-9368 or Doolittle 127 (Busch), open 1:00-4:45 pm, 732-445-0778) will be acknowledged.

17. Except in the event that the University officially closes, we anticipate that all lectures, workshop sections and exams will be held as scheduled. If the University cancels classes for any reason, all students will be required to make up the missed lectures and workshop sessions. You should immediately begin checking on Sakai and for e-mail messages from Sakai and your Workshop Instructor regarding make-up times.

18. Because of the large number of students in this course, faculty lecturers will not write individual letters of recommendation; they are not in a position to know the type of information about you needed to produce a productive letter. You may, however, request such a letter from your Workshop Instructor with the understanding that your Workshop Instructor is not obliged to write such a letter. If you wish to have a letter of recommendation from your Workshop Instructor, it is advisable that you make your Workshop Instructor aware of your interest early in the semester.

19. Any student who has a physical disability or diagnosed learning disability is urged to notify the General Biology office at the beginning of the semester. You should do this even if you are still in the process of obtaining appropriate documentation. With timely notification (at least one full week before the problematic class meeting or examination), General Biology Staff will work to provide accommodations or additional services to support a successful learning environment. Only students presenting documentation through the Office of Disability Services will be provided accommodations. Deliver, or have delivered, your official letter to the General Biology office, not a lecturer.

20. University Policy states that “Students are advised to provide timely notification to instructors about necessary absences for religious observances.” Check your calendar to determine if there are any times during the semester when you will be refraining from participating in secular activities in observance of one or more religious holidays. If any of these will interfere with your attendance at a workshop or at an exam, you must inform your Workshop Instructor when you attend your first workshop. Fill in both copies of the Notice of Expected Absence Due to Religious Observance found later in this packet and turn them in to your workshop instructor. You are responsible for contacting the General Biology secretary, at least one week in advance to make arrangements for makeups. If you fail to do so, associated grades are forfeited if you are absent from the regular lab or exam.

21. No agency or person (student or non-student) has been or will be granted permission to sell General Biology class notes, lecture outlines, exams, or syllabi or to provide them online. This policy does not preclude informal sharing of notes among students (which is encouraged) and does not apply to note takers hired to provide University sanctioned tutoring or to assist disabled students.

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Emails to other addresses and calls to other phone numbers will be ignored.
Part 2. Deportment Policies:

1. We assume that all students enrolled in General Biology are preparing for serious professions. Students are therefore expected to exhibit professional behavior in both lecture and workshop.

2. Cell phones and similar PDA devices must be turned off during lecture and workshop. Students seen using these devices during lecture or workshop will be asked to leave immediately and without warning and will forfeit any grades associated with that class meeting as well as any potential Letter of Recommendation from all General Biology staff. These devices should be off and put away during official class meeting times.

3. There should be no talking during lecture unless you raise your hand to ask the lecturer a question or if you are responding to a question asked by the lecturer. Conversations with classmates are not acceptable professional behavior and violators may be asked to leave the classroom without warning.

4. Use of laptops is permitted in lecture as long as you do not use it in a way that will distract others. Appropriate uses include note-taking or viewing materials referenced by the instructor. Web-browsing, instant messaging, game playing are inappropriate and unprofessional behaviors that are unacceptable in a classroom setting. Students observed inappropriately using computers during class time will be asked to leave the room without warning and all associated work forfeited. Moreover, the student forfeits the possibility of a General Biology staff member writing a Letter of Recommendation for the student.

5. Students are expected to attend all scheduled meetings of their respective lecture and workshop sections and to arrive on time and remain for the entire period.

6. Cameras may NOT be used at any time including both during lecture and workshop. This policy includes all types of cameras including cell phone and PDA cameras.

7. Any willful damage to University property will be regarded as vandalism and will be reported to the University Police.

8. Unauthorized use or tampering with the workshop computers in any way will be regarded as a serious violation of academic integrity and reported to the Office of Student Conduct.

9. Students who violate any of the Deportment policies forfeit the opportunity of any course staff member (lecturer, teaching assistant, administrator) writing a Letter of Recommendation for said student.

Part 3. Workshop Specific Policies

1. Students may not attend a workshop section other than their assigned section without prior approval. Students who attend a workshop section for which they are not registered will not receive credit for work completed in that section.

2. Students are expected to arrive on time and remain for the entire workshop period. Workshop Instructors are not authorized to dismiss the class early. If you leave the workshop before the class has been dismissed or fail to participate in collaborative learning activities, you will lose all credit for that workshop.

3. If you are late for workshop, you will not be given extra time to take the quiz (or quizzes). Travel issues such as late buses, traffic jams, flat tires, and malfunctioning alarms and the like are never accepted as excuses for tardiness or for missing workshop.
4. If you miss a quiz you will be assigned a grade of zero unless a valid written excuse is presented to your Workshop Instructor; you must make up the quiz within one week of the quiz if your Workshop Instructor agrees that the reason was valid.

5. Except in exceptional cases, only one missed quiz may be made up; other missed quizzes will be counted as zeros.

6. All assignments done outside of class must be typed. Spelling counts, and any written work, including quizzes and in-class assignments, deemed illegible or improperly prepared (in the opinion of your workshop instructor) will be returned ungraded and assigned a grade of zero. There will be no opportunity to re-do such work.

7. When submitting homework assignments, except for work submitted on Sakai, only paper (“hard copy”) versions are accepted. Work is never accepted email! Similarly, no photocopied homework will be accepted. (You should keep a copy or a rough draft of all major work.)

8. Homework assignments are due at the beginning of your regular scheduled workshop even if you have an acceptable excuse for missing the workshop and will be doing a makeup.

   Late work will be accepted if and only if a student has proper documentation of a very serious circumstance of extended duration. If you need to turn in an assignment to someone other than your workshop instructor, it should be handed in to the General Biology Office in Doolittle Hall; the person in the office (either the General Biology Secretary or a Lab Operations Coordinator) will log in the date and time, give you a receipt, and give your work to your Workshop Instructor. Do not give your work to anyone who cannot provide you with a receipt. Work slipped under the office door will not be accepted!

9. Computer and printing problems are never accepted as excuses for lack of or late submissions.

10. No work will be accepted for a workshop that you did not attend (and you will be reported for academic dishonesty if you attempt to submit such work).

11. University rules specify that regularly scheduled classes, like your workshop, take precedence over common hour exams. You may not miss workshop because you have a common hour exam in another course; rather, it is your responsibility to arrange with the instructor of that course to give you a conflict exam.

**Part 4. Examination Specific Policies**

1. All students are expected to take the Common Hour exams 3:00-4:20 PM on Sunday March 10 and 3:00-4:20 PM Sunday April 14.

2. For all examinations, the student is responsible for knowing their room assignment, to be announced in workshop and posted on Sakai. Students attending the wrong room will be excluded from the examination and will receive a grade of zero.

3. Many courses schedule exams at about the same time. You may not reschedule the exam because you have more than one exam the same day or week.

4. Any student with a legitimate conflict for the scheduled exam time (conflict with a regularly scheduled class, athletic participation, religious observance, etc.) must call or email the General Biology Office by 4:30 pm Monday, the week before the exam. For CHE1 = Monday 3/4/13, CHE2 = Monday 4/8/13, Final Exam = Monday 5/6/13. You may be penalized or receive a zero for violating this policy.

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   E-mail address: genbio@dls.rutgers.edu  Emails to other addresses will be ignored.
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   Emails to other addresses and calls to other phone numbers will be ignored.
5. Any student requesting accommodations must have delivered their Accommodations letter from Disabilities Services and call or email the General Biology Office by 4:30 pm Monday the week before the exam. For CHE1= Monday 3/4/13, CHE2 = Monday 4/8/13, Final Exam = Monday 5/6/13. Pending accommodation cases will not be granted accommodations. General Biology accommodation exams are provided by General Biology staff, not Disabilities Services: you must contact the General Biology office. You may be penalized or receive a zero for violating this policy.

6. Students will not be excused from an exam for health reasons except in the case of a serious illness verified in writing by a medical doctor.

7. If an hourly exam is missed, a grade of zero will be assigned unless a valid written excuse is presented to the Director of General Biology.

8. If a student misses an hour exam because of illness, they must call or email the General Biology Office themselves within 24 hours of the scheduled exam time AND have the Dean's Office notify the General Biology Office. A grade of zero will be given to any student who misses the exam and fails to provide notification within 24 hours.

9. Makeup exams will be given no later than the week following the scheduled exam.

10. If a student believes that a mathematical error or machine grading error has been made, the suspected error must be described and reported to the Director of General Biology in writing within one week after the exam score was posted in the course gradebook.

11. Only errors in machine grading or addition will be corrected; no credit will be given for improperly filled out answer sheets, or student errors in transferring answers to the answer sheet. Proper completion of the answer sheet is the responsibility of the student; penalties may be applied if the opscan sheet is not appropriately completed.

12. If a student questions the correct answer for a particular test question, he/she should return the exam booklet to the Director of General Biology with a statement in writing justifying the claim to additional credit within one week of the return of the exam booklet to the student's workshop section. Statements signed by more than one student will not be accepted. At this point, the whole exam will be re-graded. No changes will be considered after this time.

13. In regards to the Final Exam, only students with a conflict (as defined by University policy) or who are seriously ill (written doctor's excuse and written Dean's verification is required) will be allowed to take a make-up Final Exam. If a student has a conflict that can reasonably be anticipated in advance (such as a conflict with religious observance), he/she must notify the General Biology Office by calling or emailing and receiving permission by 4:30 pm Monday 5/6/13.

14. In regard to the Final Exam, all conflict and make-up exams will be given before the end of the University Final Exam period.

15. The Final Exam is scheduled for Friday May 10, 4 - 7 pm. It is your responsibility to know your room assignment, which will be announced in your workshop and posted on Sakai.

16. The Final Exam WILL NOT be given early; make your travel arrangements accordingly. Travel conflicts will never result in a conflict or make-up exam.
Part 5. Academic Integrity Policies

1. Students must read and adhere to the Rutgers University Policy on Academic Integrity (http://studentconduct.rutgers.edu/files/documents/Al_Policy_9_01_2011.pdf). In accordance with University policy, any violation of academic integrity standards must be reported to the Office of Student Conduct. We have very specific rules in General Biology.

2. When attendance is taken, I will not sign for anyone else. I understand that if I do so, it will be treated as academic dishonesty by both parties.

3. No reference material may be used during any exam or quiz in this course.

4. Students may not give or receive assistance of any type during any quiz, or examination, or for any written work.

5. You are forewarned to be extremely careful in your actions, as any communication among students during any type of test in General Biology is regarded as a violation of Academic Integrity policy.

6. The possession and/or use of any type of electronic device during any type of examination is considered a violation of course Academic Integrity Policy. This prohibition includes, but is not limited to, calculators, computers, cell phones, pagers, PDAs, recorders, CD/MP3 players, iPods, BlackBerries, Kindles, cameras, watches with capabilities beyond telling time, etc.

7. All work turned in, including homework, workshop assignments, online homework, and papers, MUST be entirely the student's own work, done entirely this semester. Under special circumstances there may be class discussion of results, but students are to prepare their own reports and homework without written or verbal assistance from other students and without reference to another student's written work or computer files unless specifically instructed to do so by their instructor. If you consult, quote or refer to any published work or the written or verbal opinion of another individual, it must be correctly cited. This policy also applies to situations where a student is working with a tutor, study group leader, recitation instructor, or other type of academic support provider. None of the work handed in by the student can be produced by the academic support provider.

8. You should also be aware that the Health Professions Office has received the following correspondence from the American Medical College Application Service (AMCAS): “our rules state if you were ever the recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt your enrollment or require you to withdraw [the student] must answer ‘yes’ even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition. If your response is ‘yes’ and additional information is needed, medical schools may require you to complete a Personal Statement Regarding Unacceptable Academic Performance or Conduct Violation. The school will send this form to the student after receiving his/her processed AMCAS application. Failure to return the completed form to the admissions committee by the stated deadline may render you ineligible for consideration.”
IMPORTANT COURSE LOGISTICAL INFORMATION

1. The following materials are required: ISBN numbers and prices are provided in the bookstore links in the Schedule of Classes.

   Text - *Biology*, 9th ed.; Solomon, Berg, and Martin   If you obtain your book as a two-volume set, you will use both volumes in both 101 and 102.

   The following optional materials may be helpful:
   *Dictionary of Word Roots and Combining Forms*, Donald Borror

   2. The Course Grade will be based on the following distribution:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hour Exam I</td>
<td>15%</td>
</tr>
<tr>
<td>Hour Exam II</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>30%</td>
</tr>
<tr>
<td>Workshop:</td>
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<tr>
<td>Deportment</td>
<td>12%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Class Assignments</td>
<td>18%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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3. Students will be given a formal warning if their progress in the course is unsatisfactory and they are in jeopardy of failing.

4. Percentage grades will be given for all examinations. After the first exam grade is entered into the gradebook, the gradebook will present a Projected Grade based on the student’s performance to date. The Projected Grade will update as new grades are entered. A typical grade standard of 90-100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D will be used to generate the Projected Grade. At the end of the semester, a final letter grade will be assigned; only at this time will any curve be used in determining grades.

5. Final grades in the course are assigned by the Director of General Biology in consultation with the workshop instructors and lecturers. To pass this course a student must satisfy all of the following conditions:

   a) Accumulate a certain total percentage; and
   b) Score at least 55% on one of the three common exams (Hourly I, Hourly II, or Final); and
   c) Have at least a 60% total average in workshop; that is, all workshop grades combined must average at least 60% (individual categories may be less than 60%, but all categories combined must be at least 60%).

6. Grades for Hour Exams will be posted in the **course gradebook**, not the Sakai gradebook. Use this link: [https://alca.rutgers.edu/cgi/student.pl?116&semester=spring2013](https://alca.rutgers.edu/cgi/student.pl?116&semester=spring2013). Test booklets will be returned in workshop; answer sheets are not returned.

7. If you have a problem in General Biology, immediately ask a member of the staff for help so that we can help resolve it in a timely manner! Problems in the workshop must first be discussed with your workshop instructor; if your workshop instructor cannot resolve the problem, contact the General Biology Office. Direct questions on lecture material to the lecturer. Other problems or questions should be discussed with the Director of General Biology.
8. Sources of Additional Assistance with Course Content

a. The MSLC While your first choice for help in any course should be your Lecturer or Workshop Instructor, there are additional sources of help available at Rutgers and you should take advantage of them. Your primary source of help for General Biology is the Math & Science Learning Center, located on Busch Campus (Allison Road Classroom Building, 3rd floor) and Douglass Campus (third floor of the Chemistry Building), http://mslc.rutgers.edu/. The MSLC also has course materials for many courses in Chemistry, Physics, Mathematics and Engineering. In addition, the MSLC provides study areas, computer labs, display materials and hands-on demonstrations in physics and biology, and a friendly place to meet other students in the sciences. Assistance is available to all students free of charge.

b. The Learning Resource Centers are located on College Avenue, Livingston, and on Cook at Loree Hall (http://lrc.rutgers.edu/). The LRCs provide peer tutoring in a number of subjects, as well as assistance with study skills. The LRCs also have copies of reserve materials for many courses. Assistance is available to all students free of charge.

c. Biology 9e Student Companion Site. Contains many kinds of help, keyed to your textbook, including tutorials, quizzes, and chapter-related Internet links. Access the site at: http://coursemate.cengage.com/CPReader/View/9780538490542/default.aspx?anon=True#home

9. Note-taking “Services” - paid or “free” online: In accordance with resolutions adopted by the faculty governing bodies of Rutgers University, all students should be aware that the lectures presented by a faculty member are the intellectual property of that faculty member. The General Biology faculty are of the strong opinion that regular class attendance and careful note-taking are an essential part of the educational process at the college level. Furthermore, note-taking agencies have been known to provide incorrect information, for which they accept no responsibility. For these reasons, no agency or person (student or non-student) has been or will be granted permission to sell General Biology class notes, lecture outlines, exams, or syllabi or to provide them online. This policy does not preclude informal sharing of notes among students and does not apply to note takers hired to provide University sanctioned tutoring or to assist disabled students.
WORKSHOP INFORMATION FOR GENERAL BIOLOGY 102
Please fill in the following information during your first workshop period:

SECTION _________ INSTRUCTOR _____________________________

E-MAIL _____________________________ (messages from another address may be invalid)

OFFICE HOUR ______________ LOCATION ______________

1. Preparation for your workshop:
   a) Be prepared for a 10 minute quiz at the beginning of each period. While there might not be a quiz every time, you should keep up-to-date with all previous weeks’ lecture material and workshop assignments. This small quiz may be followed immediately by a major quiz. An additional quiz may be given later in the workshop as well. Quizzes may be unannounced.
   b) Bring your lecture notes, your text (Solomon et al.), extra paper to use as scrap paper during workshop activities and something with which to write.
   c) Review all Department Policies.
   d) Recall that all assignments done outside of class must be typed. Spelling counts, and any written work, including quizzes and in-class assignments, deemed illegible or improperly prepared (in the opinion of your instructor) will be returned ungraded and assigned a grade of zero. There will be no opportunity to re-do such work.

2. Grading: Workshop grades will be distributed as follows:

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deportment</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Class Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Total:</td>
<td>40%</td>
</tr>
</tbody>
</table>

   40% of course grade

3. Deportment: Deportment grades will be based on punctuality, regard to course policy and safety, and level of active participation in the workshop. Students are expected to abide by course policy and violations of policy will result in either a grade of zero or reduced Deportment scores. In particular, students seen using a cell phone or similar device during workshop, aside from other penalties, will also receive a Deportment score of zero.

   Attendance is mandatory; score of zero with unexcused absence. Students are expected to be active and appropriate participants and to act in a professional manner at all times. In particular, your instructor may give you permission to leave the workshop briefly to use the restroom or get a drink of water, but not to "take a break," smoke, chat, use your cell phone, etc. Abuse of this consideration by dallying outside the workshop will result in a Deportment score of zero. Repeat violators will be excluded from the workshop until they meet with the course Director.

   Any willful damage to University property will be regarded as vandalism and will be reported to the University Police.

   Unauthorized use or tampering with the workshop computers in any way will be regarded as a serious violation of academic integrity and reported to the Office of Student Conduct.

6. Concerns about Workshop grades: Your Workshop Instructor follows strict grading guidelines. If you disagree with your Workshop Instructor's grading, you must state your case in writing (individually, no petitions!) within one week after the assignment or quiz was returned. At that point the entire assignment or quiz will be re-graded.

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7. **Making up a Workshop:** There are no “make-up” workshops. If you must miss your regularly scheduled workshop for an acceptable reason as stated in the General Course Policy section, contact your workshop instructor immediately. As appropriate, your instructor will help you as follows:

   a) If you know in advance that you will miss a workshop, you may be able to attend another workshop section.

   b) **Arrange for make-up work/quizzes during office hours.** This is up to the schedule of the workshop instructor. Such arrangements will be made only twice during the semester, even if you have a valid reason without the permission of the Director of General Biology.

9. **Your Personal Safety:** Students are strongly urged to “buddy up” for safety, especially when leaving night workshops. For additional tips, please access Rutgers Public Safety at [http://publicsafety.rutgers.edu](http://publicsafety.rutgers.edu)

10. **Protecting Your Property** - Although uncommon, thefts have occurred. Clearly mark all books and other valuables, and inform your Workshop Instructor immediately if there is a problem.

FREQUENTLY ASKED QUESTIONS

1. **WHEN DO WORKSHOPS BEGIN?**

   Workshops do not start until the week of Jan 27. The last day of the add period is Wednesday Jan 30. If you still have a registration problem at the end of the day January 30, call Ms. Kathy Agnese, the General Biology secretary, before 11:15 am Thursday morning Jan 31. If she can find an open section, she will arrange for you to register. If you have financial aid problems preventing you from officially registering until later in the semester, contact Ms. Agnese and arrangements will be made for you to attend a lab section if there is one that has an opening. **You will be admitted to workshop if and only if you are properly registered for the section you attend;** you must be the official roster for that section or your Instructor must have notification from Ms. Agnese to admit you.

2. **WHAT IS THE HPO?**

   The Health Professions Advising Office is a full-time operation serving students at both the undergraduate and post-graduate levels and posts a wealth of information on its website: [http://hpo.rutgers.edu/](http://hpo.rutgers.edu/) Students interested in attending medical school, dental school, or another professional school in the health care area should visit this office at an early date during their academic stay at Rutgers. Visit A207 Nelson Labs, Busch Campus (732-445-5667; hpo@biology.rutgers.edu), to initiate a file and to pick up a copy of the Health Professions Handbook. Your first year at Rutgers is not too early to start a file! The advisors will assist you in preparing a file and eventually in making application to a graduate professional field of study. The services provided by this office include a library of catalogues from most professional schools, video tapes, application forms for the several admissions tests, and other related information. Annually updated admission statistics, both national and for Rutgers, are also available to help guide you in making formal applications.
## TEXT SKIMMING LIST – SPRING 2013

<table>
<thead>
<tr>
<th>Lecture Title</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>23</td>
</tr>
<tr>
<td>Animal Diversity I</td>
<td>26, 30</td>
</tr>
<tr>
<td>Animal Diversity II</td>
<td>31, 32</td>
</tr>
<tr>
<td>Nervous System I</td>
<td>41</td>
</tr>
<tr>
<td>Nervous System II</td>
<td>42</td>
</tr>
<tr>
<td>Sense Organs</td>
<td>43</td>
</tr>
<tr>
<td>Endocrine System</td>
<td>49</td>
</tr>
<tr>
<td>Reproduction</td>
<td>50</td>
</tr>
<tr>
<td>Development</td>
<td>51, 17</td>
</tr>
<tr>
<td>Musculoskeletal System</td>
<td>40</td>
</tr>
<tr>
<td>Digestion</td>
<td>47</td>
</tr>
<tr>
<td>Nutrition</td>
<td>47</td>
</tr>
<tr>
<td>Circulation</td>
<td>44</td>
</tr>
<tr>
<td>Blood &amp; Immunity</td>
<td>44, 45</td>
</tr>
<tr>
<td>Immunity</td>
<td>46</td>
</tr>
<tr>
<td>Respiration</td>
<td>46</td>
</tr>
<tr>
<td>Excretion</td>
<td>48</td>
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<tr>
<td>Evolution I</td>
<td>18</td>
</tr>
<tr>
<td>Evolution II</td>
<td>19</td>
</tr>
<tr>
<td>Evolution III</td>
<td>20</td>
</tr>
<tr>
<td>Evolution IV</td>
<td>53</td>
</tr>
<tr>
<td>Ecology I</td>
<td>52</td>
</tr>
<tr>
<td>Ecology II</td>
<td>53</td>
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<tr>
<td>Ecology III</td>
<td>54</td>
</tr>
<tr>
<td>Ecology IV</td>
<td>55</td>
</tr>
</tbody>
</table>

All skimming assignments are in the required Biology (9th edition), by Solomon, Berg, and Martin. Use of an earlier edition is completely at the student's choice and risk. Lecturers will not detail or account for differences in the editions. Assignments may be changed during the semester; you will be responsible for any changes announced in lecture. Not all material in the assigned pages will be covered in lecture. **Be sure that you know your lecturers’ expectations for your use of the textbook!** Skim the assignment before lecture so that you have a basic idea of what will be discussed in lecture; this will make your note-taking more productive. After the lecture, you should work with the sections specified by your lecturer or covered in lecture. If you are uncertain as to what you need to know from the textbook, visit your lecturer at his/her office hours and ask for clarification.
# GENERAL BIOLOGY LECTURE SCHEDULE

## SECTIONS MEETING SEC 111 T/Th 8:10 pm - 9:30 pm

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lecture I (Tues)</th>
<th>Lecture II (F)</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 21 - 25</td>
<td>Introduction/Classification</td>
<td>Animal Diversity I</td>
<td>No lab</td>
</tr>
<tr>
<td>Jan 28 – Feb 1</td>
<td>Animal Diversity II</td>
<td>Nervous System I</td>
<td>Unicellular Eukaryotes</td>
</tr>
<tr>
<td>Feb 4 - 8</td>
<td>Nervous System II</td>
<td>Sense Organs</td>
<td>Animal Diversity I</td>
</tr>
<tr>
<td>Feb 11 - 15</td>
<td>Endocrine System I</td>
<td>Endocrine System II</td>
<td>Animal Diversity II</td>
</tr>
<tr>
<td>Feb 18 - 22</td>
<td>Reproduction I</td>
<td>Reproduction II</td>
<td>Animal Diversity III</td>
</tr>
<tr>
<td>Feb 25 – Mar 1</td>
<td>Development I</td>
<td>Development II</td>
<td>Nervous System &amp; Senses</td>
</tr>
<tr>
<td>Mar 4 – Mar 8</td>
<td>Musculoskeletal System</td>
<td>Digestion</td>
<td>Histology</td>
</tr>
</tbody>
</table>

### Sunday March 10 - 3:00 - 4:20 pm - Hour Exam I

**NOTE:** Hour Exam I will have 75 questions and will cover lecture material from *Introduction/Classification through and including Reproduction (both lectures)*

<table>
<thead>
<tr>
<th>Mar 11–Mar 15</th>
<th>Nutrition</th>
<th>Circulation</th>
<th>Embryology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18–Mar 22</td>
<td><em>Spring Break</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 25–Mar 29</td>
<td>Blood/Immunity</td>
<td>Immunity</td>
<td>Vertebrate Anatomy I</td>
</tr>
<tr>
<td>Apr 1 – Apr 5</td>
<td>Respiration</td>
<td>Excretion</td>
<td>Vertebrate Anatomy II</td>
</tr>
<tr>
<td>Apr 8 – Apr 12</td>
<td>Evolution I</td>
<td>Evolution II</td>
<td>Vertebrate Anatomy III</td>
</tr>
</tbody>
</table>

### Sunday April 14 - 3:00 - 4:20 pm - Hour Exam II

**NOTE:** Hour Exam II will have 75 questions and will cover lecture material from *Development through and including Respiration*

| Apr 15 – Apr 19 | Evolution III | Evolution IV | Review Lab |
| Apr 22 – Apr 26 | Ecology I     | Ecology II   | Lab Practical Exam |
| Apr 29 – May 3  | Ecology III   | Ecology IV   | Field Trip    |
| May 6 – May 10  | 5/7 = Reading Day | 5/8 = Reading Day | No Lab |

### Friday May 10, 4:00 - 7:00 PM FINAL EXAM

**NOTE:** The Final Exam will have 160 questions and is comprehensive; 60 questions will cover the material from *Introduction/Classification through Respiration*, 90 questions will cover the material from *Excretion through Ecology IV*, and 10 questions on the Ecology Field Trip

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Busch/Livingston</th>
<th>Cook/Douglass</th>
<th>College Ave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:40 - 10:00 am</td>
<td>9:15 - 10:35 am</td>
<td>8:10 am - 9:30 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:20 - 11:40 am</td>
<td>10:55 am - 12:15 pm</td>
<td>9:50 am - 11:10 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>12:00 noon - 1:20 pm</td>
<td>12:35 - 1:55 pm</td>
<td>11:30 am - 12:50 pm</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:40 - 3:00 pm</td>
<td>2:15 - 3:35 pm</td>
<td>1:10 pm - 2:30 pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>3:20 - 4:40 pm</td>
<td>3:55 - 5:15 pm</td>
<td>2:50 pm - 4:10 pm</td>
</tr>
<tr>
<td>Period 6</td>
<td>5:00 - 6:20 pm</td>
<td>5:35 - 6:55 pm</td>
<td>4:30 pm - 5:50 pm</td>
</tr>
<tr>
<td>Period 7</td>
<td>6:40 - 8:00 pm</td>
<td>7:15 - 8:35 pm</td>
<td>6:10 pm - 7:30 pm</td>
</tr>
<tr>
<td>Period 8</td>
<td>8:10 - 9:30 pm</td>
<td>8:45 - 10:05 pm</td>
<td>7:40 pm - 9:00 pm</td>
</tr>
<tr>
<td>Period 9</td>
<td>9:40 - 11:00 pm</td>
<td></td>
<td>9:10 pm - 10:30 pm</td>
</tr>
</tbody>
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WORKSHOP INSTRUCTOR'S COPY

General Biology 102 – Spring 2013

Notice of Expected Absence Due to Religious Observance

To be turned in to Workshop Instructor at the first workshop meeting

Print Name _________________________________

Signature _________________________________

Section _________________________________

I plan to observe the following religious holiday(s). Because these are times when I refrain from secular activities, there will be a conflict with my attendance at a lecture exam or a General Biology Workshop.

I RECOGNIZE THAT IS MY RESPONSIBILITY TO CONTACT KATHY AGNESE AT LEAST ONE WEEK IN ADVANCE TO MAKE ARRANGEMENTS FOR MAKING UP EXAMINATIONS. I will contact me workshop instructor for help making up missed workshops.

Religious Holiday    Date(s) - state if absence will affect workshops, a lecture exam, or both

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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GENERAL BIOLOGY OFFICE COPY (Ms. KATHY AGNESE)

General Biology 102 – Spring 2013

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