Introduction to Animal Biology
Zool 200  *  Fall 2014

Instructor: Victoria Livingston  
Office Hours:  M 11-12; 3-4  
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Waggoner 327. 298-2771

*M* I am also available by appointment, or if my door is open! Stop and check!! *~*

Location: Lecture Waggoner Rm 3 MWF 2:00 – 2:50 pm  
Lab Room 307 – 8 sections. Please know your section number!

Labs: T 8-9:50 – 061 - LaMagdeleine  
Th 8-9:50 – 064 - Lavarier  
Th 10-11:50 – 065 - Lavarier  
Th 1-2:50 – 066 - Lavarier

T 3-4:50 – 063 -  
Th 3-4:50 – 067 - LaMagdeleine  
Th 6-7:50 – 068 - LaMagdeleine

TA Contact Information: Will be available the first day of lab.


Lab manual is available through the campus bookstore. You must bring it to your first lab session, which takes place the second week of classes.

ZOOL 200 Introduction to Animal Biology.
Lecture and lab emphasize basic principles in animal biology including scientific inquiry, cell biology, genetics, ecology, evolution, and diversity in animal anatomy and physiology.

I want you to gain a framework of knowledge, and an understanding of biological science, that you can build on in more advanced courses. I expect you to learn principles through a detailed examination of selected examples drawn from the textbook or presented in lecture. The information I expect you to understand in detail will be made clear to you in my lectures and in study guides that I will give you before each exam.

Points & Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Score Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>500 – 5 online exams, 100 pts each</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150 – 100 points new material, 50 points review material</td>
</tr>
<tr>
<td>Labs</td>
<td>150 – approximate, see below</td>
</tr>
<tr>
<td>Total</td>
<td>800 points</td>
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Grading Scale:

- 94-100 = A
- 90-93 = A-
- 87-89 = B+
- 84-86 = B
- 80-83 = B-
- 77-79 = C+
- 74-76 = C
- 70-73 = C-
- 67-69 = D+
- 64-66 = D
- 60-63 = D-
Anything below 60% is failing.
I do round at .5. Grades will be made available to you prior to midterms and the final exam. You are welcome to contact me about your grade at any point throughout the semester. You should be keeping track of your own grade as well!

Exams are typically multiple choice, true/false or matching format. Exams will be on online. You need to check THIS WEEK to see if you can access WO and our class on the Mastering Biology system. Each exam is worth 100 points, and you will have 60 min to take the exam. The exam is open notes, but with the number of questions, and the time limit, DO NOT expect to be able to look up each question. You will run out of time. I am not against curving an exam should one be more difficult than I intend, but don’t expect a curve on every test, or the curve to be the same on every test. I offer 1-2 EC questions on each exam.

Missed exams will be dealt with on an individual basis. Options are to use the exam average from the other semester’s exams, to accept your fate with a 0 or take a different version of the exam. The options are up to me, and the circumstances leading to your missed exam. Missed exams must be made up within 1 week, unless you have documentation to support you’re not returning to class within that timeframe. If you don’t make it up quickly, you’ll get a zero regardless of circumstance. If you choose to use your exam average, the score will be calculated at the end of the semester. Once you make a choice, you won’t be able to go back and change your mind. For example if you miss exam 2 and decide to take the average of your exams, you can’t go back and retake it after exam 3.

Lecture Attendance Policy:
Attendance will be taken every day and will be based on the chair you sit in – i.e. the number on the back of your chair! Take special care to remember this number – We will start taking attendance on the 3rd (Next Wednesday). If we can see your number, then you’re not here, even if you’re sitting somewhere else. There are too many of you for us to remember all your faces with names in just 3 days. My TA takes care of attendance. If you’re not going to be here, if there is something wrong with your attendance, or if you need to change seats, please see the TA. That’s where I’m going to point you anyway!

You will be allowed 6 (SIX) absences. If you miss class a 7th time your grade will be docked 1 letter grade. If you’re constantly missing class, you can’t properly learn the material, and you will not be prepared for future biology courses. If you miss 10 classes, you’ll lose 2 letter grades with the 10th absence. If you miss 13 classes, you’ll lose 3 letter grades, and so on.

If something happens, like school trips, hospitalizations, or deaths in the immediate family, those circumstances will be taken into account and not counted against you for your absences. For example getting the flu will still count as an absence.

I do NOT supply notes to students who miss class.

Departmental Lab Absence Policy: Two or more unexcused or unauthorized absences from lab will result in a zero (0) for the lab portion of the course. Four or more absences in any combination of excused (authorized) and unexcused (unauthorized) absences will result in a zero (0) for the lab portion of the course. Students must pass the lab portion of the course (i.e. a 60% minimum score) to pass the course. Therefore, any student receiving two or more unexcused absences or a combination of four or more excused and/or unexcused absences will automatically receive a failing grade in the course. For an absence to be authorized or excused it must be verified by the laboratory instructor. Any appeals over the interpretation of whether an absence is excused (authorized) or not will be considered first by the Faculty Laboratory Coordinator and then second by the Department Chair of Biological Sciences. Excused (authorized) absences include
participation in athletic and music events sponsored by the university, field trips for other courses, illnesses (Beu Health Center or doctor’s note may be required for verification), and family funerals (copy of the funeral service may be required for verification). Absences should be verified by the laboratory instructor prior to the lab to be missed, except for illnesses and unexpected family emergencies, which should be reported to the laboratory instructor as soon as possible upon your return to classes.

**Bottom line:** Miss more than one lab session without a valid excuse and you will fail the course. Miss 4+ with or without valid excuses and you fail. This means you only get 3 absences total – number 4 for whatever reason is a failing grade.

**Academic Dishonesty:**
1. **Plagiarism**
   A. Plagiarism is intentionally or knowingly presenting the work of another as one's own. Plagiarism occurs whenever:
      A. one quotes another person's actual words or replicates all or part of another's product without acknowledgment. This includes all information gleaned from any source, including the Internet.
      B. one uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words without acknowledgment.
      C. one uses facts, statistics, or other illustrative materials without acknowledgment.
      D. one fails to acknowledge with a citation any close and/or extended paraphrasing of another.
      E. one fails to use quotation marks when quoting directly from another, whether it is a few words, a sentence, or a paragraph.
   B. In addition to oral or written work, plagiarism may also involve using, without permission and/or acknowledgment, computer programs or files, research designs, ideas and images, charts and graphs, photographs, creative works, and other types of information that belong to another.

2. **Fabrication and Falsification**
   A. Fabrication or falsification is intentionally and knowingly making unauthorized alterations to information, or inventing any information or citation in an academic exercise. Fabrication (inventing or counterfeiting information) and/or falsification (altering information) occur whenever:
      A. one invents data in a piece of work or provides a false account of the method by which data were generated or collected.
      B. one misrepresents by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid timely submission of academic work or to avoid or delay the taking of a test or examination.

Bottom line – if you cheat in here, you'll receive a 0 for the assignment. If it’s your second offence, I can fail you out of my class. This includes those who knowingly offer their work to be copied. For more details, visit [http://wiu.edu/policies/acintegrity.php](http://wiu.edu/policies/acintegrity.php).

**Resources And Support:**
The Biology Assistance Center (BAC) has graduate students ready to assist you. Hours will be posted soon.
**Tutoring Sessions** are offered for this class. Check at [http://www.wiu.edu/universityadvising/resources/](http://www.wiu.edu/universityadvising/resources/).
The **Writing Center** provides support for writing assignments. The Writing Center is in Room 341 Simpkins, at the very top floor of Simpkins Hall. Drop in or call 762-9481 Ext. 321 for an appointment. Their Web page is: [www.wiu.edu/users/miwrite/](http://www.wiu.edu/users/miwrite/).

**Tech Savvy learning** – The Biology department has a page in the Science Education department that includes a section of resources devoted to learning on a tablet/smart phone. If you are more likely to study with games, or just like doing something a little more hands-on, I recommend you visit this page. There are also several videos and things to help explain some of our basic concepts, like chemistry, that we may not go too in-depth on in class. The link for this page is also available on WesternOnline. [https://sites.google.com/site/wiuscience/teachingcenter514/](https://sites.google.com/site/wiuscience/teachingcenter514/)

**WesternOnline:** A course website should be opened within the first week of class with areas for Lecture and Laboratory. From the WIU homepage, use the Web Tools menu to get to WesternOnline. If the course does not appear on your WesternOnline Course List by Friday, let me know by email. I plan to post documents for your use during exam review, such as Study guides, answers for most in-class assignments, some of the digital animations shown during lecture, and PowerPoint presentations (either before or soon after lecture).

WesternOnline has its own email system (separate from the Ecom system accessed through Zimbra). I do check this email regularly, so either WesternOnline or Zimbra is the best chance of reaching me. If it is a message that I need to read quickly, like right before a class, send it to Zimbra. I often check WesternOnline at the end of the day, so I may not get it immediately.

**Study Skills Seminars** are offered on Mondays at 4 p.m. starting Sept. 13 at the University Counseling Center, Memorial Hall. Get the schedule at: [http://www.wiu.edu/student_services/ucc/programs/studyskills.php](http://www.wiu.edu/student_services/ucc/programs/studyskills.php).

More tips for study and time management are at:  
[http://www.wiu.edu/student_services/ucc/resources/](http://www.wiu.edu/student_services/ucc/resources/)  
[http://www.wiu.edu/users/ccss/study_skills/](http://www.wiu.edu/users/ccss/study_skills/)  
[http://www.wiu.edu/UniversityAdvising/resources/](http://www.wiu.edu/UniversityAdvising/resources/)

**Tape Recorders:** You may record my lectures for your own review. I retain the copyright for my lectures.

**Disability Resource Center** offers various kinds of support for note taking, exams, etc. to qualified students. They are at Memorial Hall 143, 298-2512, and on the Web at: [http://www.wiu.edu/student_services/disability_resource_center/](http://www.wiu.edu/student_services/disability_resource_center/)

**Student Note-Takers** are often needed for students requesting notes through DRC. This is a good opportunity for you to serve others, and a good motivation to come to every lecture. Email me if you would be willing to provide your notes to DRC if needed (please volunteer only if you can commit to being reliable). We will meet every Monday during my office hours after class to copy your notes for a few minutes, then you are free to go.

**ADA Accommodations**  
“In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the
most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services.”

**Misc. Details:**
1. Email is the best way to get in touch with me, and I check both my regular WIU email as well as Western Online frequently. If you can’t email, you can call me or leave a message with the Biology office.
2. Electronics – you don’t need them. We’re not here that long. If they become a regular problem, you can expect to be asked to leave.
3. Food & drink – Please make it something with a lid. If you can be clean, I don’t mind the stuff in the room. Do not expect to be allowed to eat or drink in the lab room. Drinks may be left in the hall, and you can excuse yourself to get a drink. Do NOT bring it into the lab room. Labs are typically dirty and you don’t want what’s on those tables in your mouth.
4. Gum – ok in lecture as long as I don’t hear it. Not okay in lab.
This syllabus is a written contract between you and the professor. By signing this sheet from the last page of your syllabus, you agree to abide by the policies presented herein. Failure to sign and turn in this sheet to your professor will result in a grade of “Incomplete” until it is received.

I, _______________________________________________, have read this syllabus and agree to follow its policies. I also agree to be held accountable to the university policies on academic dishonesty and student conduct. I realize that ignorance of the policies outlined in this syllabus and/or those of the university do not exempt me from disciplinary action if I should violate them. My signature below indicates that I understand and will follow these policies.

__________________________________________________________
Student Signature

__________________________________________________________
Date received by Mrs. Livingston