ABOUT THIS COURSE:

Biol 102 Biological Diversity. (4) (General Education/Natural Sciences) A survey for science majors and minors of the features of all major groups of microbes, plants, and animals, with detailed study of the anatomy, physiology, and development of flowering plants and vertebrate animals.

If you are not a science major, you should strongly consider switching to Biol 100.

PROFICIENCY EXAM:

You may attempt to test out of the Biol 102 requirement by taking the proficiency examination. This is optional. The 2 hour exam will be given at 3:00 pm on Friday January 21. You must register with Ms. Prunty in the Biology Department office (372 Waggoner) by 5 pm Thursday.

GRADES:

lecture (Engel half) 37.5% of grade
lecture (Ribbens half) 37.5% of grade
laboratory 25% of grade (NOTE the Departmental Lab Absence Policy below)

Grading scale: 90–100% = A; 80–90% = B; 70–80% = C; 60–70% = D; below 60% = F.

LABORATORY ATTENDANCE:

Laboratories begin on January 27. You must bring a lab manual to your first lab session.

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.
RESOURCES AND SUPPORT:

The Biology Assistance Center (BAC) has graduate students ready to assist you. Hours will be posted.

**Study Skills Seminars** are offered on Mondays at 4 p.m. starting Jan. 31 at Memorial Hall – Lower Level. Get the schedule of seminar topics at: www.student.services.wiu.edu/ucc/programs/studyskills.asp. More tips for study and time management are at: sdo.wiu.edu/orientation/Academics/study.asp (no "www")

**Tutoring Sessions** are offered through the University Advising & Academic Support Center. Go to www.wiu.edu/users/miuac/tutoring.shtml for more information.

**Disability Support Services** offers various kinds of support for note taking, exams, etc. to qualified students. They are at 200 Memorial Hall, 298-2512, and on the Web at: www.student.services.wiu.edu/dss/

**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. 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 Support Services at 298-2512 for additional services.

**Textbook Resources:** The textbook Web site is at www.thelifewire.com. Click on the "6th Edition" option. There you will find a variety of supplementary material, study aids and self-quizzes. Your textbook may also include a CD with some of this material.

In addition, the book itself is designed to help you. Each chapter has headings all along the way to tell you where the story is going and a Summary at the end that you can use for review. There are also icons in the book to show you where there are resources on the Web site (see the inside covers for a complete list).

ACADEMIC CONDUCT:

**Respect for Classmates:** You show respect when you do not interfere with your classmates’ ability to pay attention and learn. This means you should not talk or pass notes during lecture or read a newspaper (they are noisy and can block the view of those behind you). Please turn off cell phones and pagers, and leave the lecture hall if you need to use your phone. Lectures usually take the full class period. If you must leave early to get to your next class, please do it quietly.

**Academic dishonesty,** including but not limited to plagiarism, cheating, or lying, will be penalized in accordance with university policy (http://www.wiu.edu/policies/ugdishst.shtml).

**Definition of Plagiarism:** The faculty of the Department of Biological Sciences subscribes to a definition of plagiarism as expressed by V. E. McMillan in *Writing Papers in the Biological Sciences* (Bedford/St.Martin’s Press, New York, pg 16):

> "Plagiarism is the theft of someone else’s words, work, or ideas. It includes such acts as (1) turning in a friend’s paper and saying it is yours; (2) using another person’s data or ideas without acknowledgement; (3) copying an author’s exact words and putting them in your paper without quotation marks; and (4) using wording that is very similar to that of the original source but passing it off as entirely your own even while acknowledging the source."

This includes information in textbooks or laboratory manuals, honors and masters theses, all writing assignments, and images. The faculty of the Department attempt to monitor student writing assignments (essay exams, papers, laboratory reports, and other writing assignments or exercises) for incidence of plagiarism. If plagiarism is found, the faculty will discuss the situation with the student and indicate to the student the penalty for this academic dishonesty. Potential penalties include those cited in the academic dishonesty section of the WIU web page, www.wiu.edu/policies/ugdishst.shtml.
DR. ENGEL'S SYLLABUS (you will receive a separate syllabus for Dr. Ribbens' part of the course)

Instructor: Dr. Jeff Engel
Web URL: www.wiu.edu/users/mfjee1 (last char is "one")
Phone: 298-2041 (office and lab); 298-2270 (fax)
Email: je-engel@wiu.edu (put "Biology" in subject line, and don't assume I received email unless I reply)
Office: Waggoner 359 (sometimes I am in my lab, Waggoner 373)
Office Hours: M 3:00–5:00, Tu 12:00–1:00, W 3:00–4:00, and by appointment

GRADES AND EXAMS:

Grading:
- 2 one-hour exams 200 points (100 points each)
- brief assignments 25 points

Examinations will consist of multiple choice questions. You will need to show your university ID when you turn in your exam. If you forget your ID, you must make arrangements with me to bring me your ID by the following day. Failure to do this will result in a score of zero.

Adjustment of exam scores: Sometimes particular exam items turn out to be more difficult or obscure than I expected. I believe that in a good-sized class of capable students, earning an "A" must be a realistic goal. Therefore, I adjust exam scores in two steps. First, any multiple choice item answered correctly by fewer than 25% of students, or short answer item with an average score less than 25% of possible, is eliminated and all students get those points. Second, points are added to every student's score so that the high score in the class becomes 100%.

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

Dictionaries will NOT be allowed in exams, so that all students will be on an even footing in recalling biological terms. You may ask me to explain any non-biological terms you are not familiar with.

ATTENDANCE AND MAKE-UP EXAMS:

Lecture Attendance: I expect you to attend all lectures. Coming to lecture is the most efficient way to learn the material, and I sometimes present examples that are not in the textbook. In addition, unscheduled in-class assignments worth a few points each will be scattered through my part of the course. You will miss those points if you are not in class.

Lecture Absence Makeups: Makeup exams or quizzes will only be given if the absence is due to an official university trip with advance notice, an important personal event cleared with me in advance, or a personal or family emergency with documentation. Oversleeping or forgetting the date of an exam will not be accepted as an excuse. EXCUSES MUST BE SUPPORTED WITH DOCUMENTATION, and it is your responsibility to obtain this documentation. If you do not provide documentation, there will be no makeup.

MAKE-UP EXAMS WILL BE ESSAY OR SHORT ANSWER FORMAT because those are easier to write than multiple-choice items. Make-up exams must be taken within one week of the scheduled time, except in exceptional circumstances such as an extended illness.

If you miss an in-class assignment with valid excuse, you may make up the same assignment.
## Course Schedule

<table>
<thead>
<tr>
<th>Week of</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
<th>Lab (Thursday)</th>
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<tbody>
<tr>
<td>Jan. 17</td>
<td>MLK HOLIDAY</td>
<td>Chap. 1: Introduction</td>
<td>Chapter 4: Cells; p.695–698: Tissues</td>
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<tr>
<td>Jan. 24</td>
<td>Chap. 46: Nervous System</td>
<td>Chapter 50: Digestion</td>
<td>Chapter 48: Respiration</td>
<td>1: Nervous, Digestion, Respiration</td>
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**January 31:** last day to drop course without “W” grade and tuition assessment

| Feb. 7 | Chapter 47: Skeleton | Chapter 49: Circulation | LINCOLN HOLIDAY | 3: Circulation |
| Feb. 14 | Chapter 43: Development | Exam Review | Test (Jan. 19 to Feb. 9 lectures) | 4: Animal Development |
| Feb. 21 | Chapter 31: Origins, Simple Animals | Chapter 31: Simple Animals | Chapter 32: Ecdysozoans | 5: Coelenterate, Platyhelminthes, Nematodes |
| Feb. 28 | Chapter 32: Ecdysozoans | Chapter 33: Deuterostomes | Chapter 33: Deuterostomes | 6: Mollusks, Annelids, Arthropods |
| Mar. 7 | Chapter 44: Neurons | Chapter 45: Sensory Systems | Chapter 47: Muscles | 7: Echinoderms, Chordates |

**March 8:** early warnings emailed to students

| Mar. 14 | SPRING BREAK | SPRING BREAK | SPRING BREAK | SPRING BREAK |
| Mar. 21 | Exam Review | Test (Feb. 14 to Mar. 11 lectures) | Chapter 35: Plant Body | 8: Angiosperm Anatomy |

**March 25:** last day to drop course

| Apr. 4 | Chapter 37: Plant Nutrition | Chapter 38: Plant Growth | Chapter 38: Plant Growth | 10: Angiosperm Phys. & Reproduct |
| Apr. 18 | Chapter 40: Responses to Environment | Chapter 30: Evolution of Seed Plants | Chapter 30: Evolution of Seed Plants | 12: Ferns, Fern Allies, Bryophytes |
| May 2 | Chapter 28: Protists | Chapter 27: Prokaryotes | Chapter 31: Fungi | .14: Protozoa, Slime Molds, Bacteria |

**Test #4:** Wednesday, May 11, 1pm, chapters 40, 27-31

The above schedule is tentative and all aspects, including exam times, are subject to change with notice.