Biology 101 policies

1. All assignments should be uploaded electronically to the designated assignment on Moodle. I would prefer that you not submit paper copies. We can also save some trees!

2. Problem sets are due by the beginning of class two days before the exam on each section of the course material, with the exception of the final problem set, which is due by 11:55 pm Friday, December 7 (the last day of lecture), uploaded to the relevant Moodle assignment.

3. In the case of family emergency or illness that prevents you from taking an exam, please contact me as soon as you can, and provide written documentation for either circumstance within 48h of the exam in order for me to give you a make-up exam. Make-up exams may be of a different format than in-class exams. In the absence of verified illness or family emergency, failure to take an exam without prior arrangements will result in a score of zero on that exam.

4. Extra credit reflections on the quiz and exams and our meeting to discuss them are due one week after I hand back the quiz or exam.

5. If you have a question about grading on your exam, discuss this with me within one week after I hand the exam back. You can come and talk to me at any time, but I will not “re-grade” a question more than one week after I hand back the exams.

6. Using laptops and computers for tasks not relevant to class will result in a 50% reduction in your participation/learning community point total.

7. Talking with other students during class, outside of designated group discussion times, distracts other students who are trying to pay attention and take notes, and hinders their learning. I may take the following actions if you are audibly talking with another student outside of designated times—halting lecture until you stop talking, asking you specifically if you have a question, giving you a verbal warning, and/or (in extreme cases) ejecting you from class for the day. This type of behavior will decrease your participation/learning community point total.

8. Unexcused absences in excess of two will result in the lowering of the participation/learning community point total.

9. You are expected to attend all scheduled classes and labs during the semester. More than 2 unexcused absences will result in a reduction in the participation/learning community point total. Excused absences should comply with University policies.

10. You must attend all classes as listed in the schedule of classes, including the days just before the start of scheduled vacations and just after the end of scheduled vacations. You will not be excused from class attendance or from taking examinations at the announced times to accommodate vacation travel schedules. It is the responsibility of you and/or your family to make travel arrangements accordingly.

11. Lab assignments will be completed in pairs. However, if one group member has not completed any work on the assignment two days before the deadline, you can each submit independent work instead of combined work (this is to discourage procrastination, which is the most frequent problem when working in groups). If this is the case, you need to let me know
48h before the deadline, and all group members must also be informed about the decision at this point.

12. All lab assignments are due at the beginning of lab (12:40 pm) at least one week after the end of that experiment (see schedule), and all materials for that assignment must be uploaded to Moodle by that time.

13. **The last lab report, due the last day of class, December 7, is optional.** If you choose to complete it by the deadline, I will drop your lowest lab score of the seven labs. If you do not submit the last lab report by this deadline, the last lab will be your dropped lab.

14. Cell phones and computers will be permitted in the classroom, but their use should be restricted to matters directly related to the course. Please silence all cell phones when you enter the classroom, keep the volume off on a laptop, and refrain from conducting personal business on your phone or computer. It is inappropriate to use your laptops, tablet PCs, or cell phones for anything other than class activities: this means no e-mailing, no checking social media, no internet browsing (unless I ask you to do so), no blogging, no instant messaging, and no texting. Such activities are distracting to those around you, which interferes with our learning community. If you break this trust, I reserve the right to ban electronic items from the classroom. Furthermore, if I see you performing these inappropriate activities during class, you will automatically forfeit half of your learning community/participation points. If you are distracted by the use of classroom technology, please see me privately so we can work out an arrangement to accommodate everyone.

15. Late work will lose 10% of the total available points for every 12 hours (including weekends) they are late beyond the designated deadline. As such, any work turned in 5 calendar dates or later after the deadline will receive a score of zero. No work may be turned in following the last day of class (Friday, December 7).

16. On exams, any assistance from individuals (except the instructor) is unacceptable, and any use of an electronic device will be assumed to constitute cheating. Any and all attempts at cheating on an exam will result in a grade of “0” for that exam, and the incident will be reported.

17. On graded assignments, discussion and collaboration is encouraged, BUT the final work/wording turned in for grading must be only that of the individual unless directed otherwise in class. The only exception is that lab partners should complete their lab assignments in pairs, and submit identical work. Assignments (other than lab assignments completed in pairs) that are essentially identical with only a few changes of words are not acceptable. It is unacceptable in this course to represent the work of another individual as your own. All cases of academic dishonesty, including cheating on exams and plagiarizing written assignments, will result in penalties including automatic failure of the assignment as described in the student handbook.