

IB 104: ANIMAL BIOLOGY
213 Gregory Hall; MWF 11-11:50

Course policies and the grading rubric are described fully in the laboratory manual, pages 3-12.

For the course website, go to: <https://learn.illinois.edu/>

DATE	Lec.	TOPIC	Lab	LABORATORY EXERCISE
Aug	26	1		No Labs This Week
	28	2		
	30	3		
Sep	2	LABOR DAY		No Labs This Week
	4	4		
	6	5		
	9	6	1	Technique Lab (Microscope, pipetting, gel loading)
	11	7		
	13	8		
	16	9	2	PTC (DNA extraction and PCR); Mitosis
	18	10		
	20	Lecture Exam 1 (Lec. 1-9)		
	23	11	3	
	25	12		PTC (Gel analysis); Meiosis
	27	13		
	30	14	4	
Oct	2	15		Genetics; Introduce fish proteins (Evolution; phylogeny; extraction) Lab Quiz 1 (Labs 1, 2, 3)
	4	16		
	7	17	5	Fish Proteins/ (run gels; stain) & Population Genetics
	9	18		
	11	19		
	14	20	6	Fish Proteins (analyze gels; draw phylogeny; Genetics)
	16	21		
	18	Lecture Exam 2 (Lec. 10-20)		
	21	22	7	Diversity of Life: Body Plans; Symmetry & Development
	23	23		
	25	24		
	28	25	8	Research projects. Part I Lab Quiz 2 (labs 4, 5, 6)
	30	26		
Nov	1	27		
	4	28	9	Research projects. Part II
	6	29		
	8	30		
	11	31	10	Research projects. Part III
	13	32		
	15	Lecture Exam 3 (LEC 22-30)		
	18	33	11	Animal Ecology
	20	34		
	22	35		
	25-29	Thanksgiving Break		
Dec	2	36		"Wind Up" lab session Lab Quiz 4 (labs 7, 9)
	4	37		
	6	38		
	9	39		No Labs This Week
	11	40		
Dec	??	Final Examination -- TBA		Final is cumulative (50%), with emphasis on lectures 31-40 (50%)

INSTRUCTORS:

Professor Bettina M. Francis
677 Morrill Hall;
(217) 3335136
email: bfrancis@illinois.edu

Dr. Lily Arias
3010 NHB;
(217)-300-7128
email: larias@illinois.edu

Professors Francis and Arias manage the lecture exams (3 hourlies and the final exam). All concerns related to lecture exams should be presented to them. They also decide the course letter-grade breakpoints at the end of the semester.

Dr. Arias manages the laboratory and addresses concerns related to lab teaching, quizzes, and lab absences. She also arranges make-up labs and make-up quizzes.

Lab TAs are graduate students in the School of Integrative Biology. They teach the laboratories and grade the lab quizzes.
The prep staff prepares and maintains the laboratory and manages the lab equipment and materials used during each lab. Students are asked to cooperate fully with the prep staff.

Lectures are given in 213 Gregory Hall.
Laboratory classes meet in 2082 Natural History Building.
Information about the course is also found on the website: <https://learn.illinois.edu>

LEARNING OBJECTIVES

The goals of this course are:

- 1. To understand the unity and diversity of life by examining the molecular and functional biology of animals;**
- 2. To understand the diversity of life by examining representative phyla;**
- 3. To enable students to evaluate claims made about biology in everyday life;**
- 4. To share our excitement about biology and science.**

COURSE MATERIALS

The following is a list of items required for IB 104. Please pay attention to dates and editions when purchasing the text book and lab manual.

What Is Life? A Guide to Biology with Physiology, by Jay Phelan; 4th edition, Freeman and Company, 2018.

You may select any of the versions, including the e-book, but be sure it includes "With Physiology" in its title. You may also use the 3rd edition, but chapter and page numbers will differ from what is listed in the lab manual and on the PowerPoints..

IB 104: Laboratory Exercises, Animal Biology, Fall 2019.

*You **must** use the 2019 edition: earlier versions of the lab manual will not be useful, since we have made major revisions.*

Dissecting kit (available at the book stores, but not with the text books. Ask.)

Recommended:

Personal computer with an internet connection (to access IB 104 web site)

Optional:

Digital camera (for documenting dissections; smart phone cameras are adequate.)

A simple, non-programmable calculator with basic functions only

(for use during quizzes and exams)

GRADING AND THE GRADEBOOK

Course Grading Scheme

<u>Item</u>	<u>Points</u>
Exam I*	50
Exam II*	50
Exam III*	50
Laboratory Quizzes (3@30 points each) †	90
Laboratory Participation Grade	30
Laboratory Pre-Quizzes	30
Final Exam ††	<u>100</u>
Total	400

* The Lecture Exams will cover lecture material only.

† A total of four quizzes will be administered, and the lowest grade will be dropped.

†† The final examination will cover the last section of lectures plus comprehensive questions from the previous material..

Course Gradebook

Students may view their grades in this course by signing in to the course Web site and following instructions from there. The URL is <https://learn.illinois.edu/course/view.php?id=23390>

Gradebook Entry Corrections

Students are responsible for checking their own scores on the Course Gradebook after each exam and quiz is returned to them. Each student is responsible for reporting gradebook entry errors to the TA, or the laboratory coordinator. Students are urged to keep all graded papers until after the finals grade has been received.

The deadline for all gradebook entry corrections is 5 PM, Friday 9 December.

Final Grades

Professor Francis will decide the final letter grade "cutoffs" at the end of the semester, *after the final exam*. She will use the point totals rather than examining scores on individual exams and quizzes. This means that ***all points earned during the semester are equivalent***. Letter grade *estimates* will be provided for each lecture exam during the semester to help students evaluate their performance. Any letter grade ranges announced prior to the final are merely estimates and do not necessarily reflect the final grade cutoffs, which are determined *after* the final exam. Pluses and minuses will be used in grading.

EXAM, QUIZ, AND ASSIGNMENT SCHEDULES

Examinations

Hourly lecture exams cover lecture material, as announced in lecture.

The laboratory material covered on each quiz is listed in the *Laboratory Syllabus*.

Exam	Date	Time	Location
Hourly Exam I:	Friday 23 September	11-11:50 AM	To be announced
Hourly Exam II:	Friday 21 October	11-11:50 AM	To be announced
Hourly Exam III:	Friday 18 November	11-11:50 AM	To be announced
FINAL EXAM			To be announced

Quizzes

All quizzes will be given *at the beginning* of the lab period and will be worth 30 points each. The lowest quiz grade will be dropped.

Adds, Drops, and Section Changes

Attend the lab in which you are enrolled. You may *not* sit in or attend at other lab times, unless assigned a make-up by the lab coordinator.

All section changes and assignments are done online with Enterprise Student Self-Service registration at <https://apps.uillinois.edu/selfservice/>.

ADD Deadline:	11 September
SECTION CHANGE Deadline:	11 September
DROP Deadline:	20 October
CREDIT/NO CREDIT Deadline:	20 October

To elect the Credit/No Credit option, apply at your College Office.

To drop the course after the drop deadline, obtain a petition at your college office and bring the petition to Professor Francis. Course policy is to approve all such petitions, but deans sometimes disagree.

HOURLY EXAM INSTRUCTIONS

- The hourly exams will be given during class time, in classrooms to be announced.**
- Students will need their current University of Illinois photo ID for each exam. You will also need one or two #2 pencils and an eraser. Exams will consist of 50 multiple choice questions. Your answer forms will be graded by machine.
- If you are ill or incapacitated on the day of the exam, seek assistance at McKinley Health Center, or elsewhere as needed. If at all possible, contact Professor Francis and inform her of the situation. She will inform your TA of your absence, so you do not need to contact them separately.
- All backpacks, etc. must be put under the seats or at the sides or front of the classroom.
- ANY use of a cell phone during an examination will be considered evidence of cheating.***

FINAL EXAMINATION INSTRUCTIONS

1. The **final examination** will be administered during the officially scheduled time. The exam location(s) will be announced in lecture and on the website.
2. You will need your UI photo ID, one or two #2 pencils and an eraser. The final will consist of 100 multiple choice questions.
3. **In case of illness or personal emergency** the day of the final exam, contact a Dean in your college office. If possible, also contact Professor Francis.

When in doubt as to whether your situation warrants an absence, *always ask*. We know that life -- and student schedules -- can be complicated. E-mail requests for conflicts are preferred, and should be made by 5 PM Monday of the week of a scheduled exam.

Please keep in mind that lab quizzes are much harder for us to reschedule for you than exams because the lab quizzes often use freshly prepared materials. There are no make-ups after quizzes have been passed back in any sections. Quizzes are returned starting at 11 AM on the Tuesday following a quiz.

LABORATORY ATTENDANCE

1. **Students must attend the lab in which they are enrolled**, unless they are assigned to a makeup lab.
2. **Makeup labs are assigned only by the laboratory coordinator.** Only students who can provide an acceptable and documentable reason for absence will be eligible to make up a missed lab. Documentation should be dated and presented in writing to the laboratory coordinator. *Makeup labs are not guaranteed to be available, as there is a limit to the number of students allowed in a lab session. Makeup labs are assigned on a first come first served basis.*
3. **TAs cannot reschedule students** to other lab sections, including their own.
4. **Students who provide acceptable written, dated documentation of personal emergency or confining illness *in a timely fashion* may be allowed to make up some of the missed work to prepare for quizzes, although the fresh materials used in the lab may no longer be available.** Bring documentation to the lab coordinator. Documentation must include relevant names, times, and dates, and an explanation of the date(s) and reason(s) for absence.
5. **For illness, please bring verification from McKinley Health Center or your doctor.**
6. **Students who have knowledge in advance of events which conflict with lab attendance** in IB 104 should present acceptable documentation of such events *prior* to their absence. We will attempt to provide substitute labs, but because of space limitations, this is not guaranteed.
7. **Students who wish to have consideration for religious observances** which conflict with labs must present verification in writing to the laboratory coordinator within one week of the first lecture, in compliance with the *Code of Policies and Regulations Applying to All Students* (Rule 34).

WHAT TO DO IF YOU MUST BE ABSENT FROM LAB

Due to a "Confining Illness":

1. Go to McKinley Health Center and seek assistance.
2. Call or email the lab coordinator immediately [(217) 333-5723; email (preferred): nlndrsn2@illinois.edu] to report the problem and arrange make-up work.

Due to "Personal Emergency":

1. Call or email the laboratory coordinator to report the problem, inquire as to whether it qualifies you for an excused absence, and arrange makeup work as needed.
2. Obtain written dated documentation of the problem.
3. Contact the Dean of Students' Office (300 Turner Student Services Building, 610 East John, 333-0050) and arrange for verification of your problem to be sent to the laboratory coordinator.

If you cannot reach the laboratory coordinator at the time you call, please send the laboratory coordinator an email and/or leave a voice-mail message.

OTHER CONCERNS

1. The staff of IB 104 will work with you and the Rehabilitation Center to accommodate a disability. Please let us know your needs whenever you feel it is appropriate.
2. Please note that IB 104 is not a General Education course, since General Education courses may not require vertebrate dissections. If for personal, religious, or ethical reasons you cannot complete a particular laboratory exercise, you may be excused from carrying out the activity, **but you will still take the same quizzes and exams as the other students**. Bring your concerns to the attention of your TA and the laboratory coordinator as early in the course as possible.

QUIZ POLICIES

1. **Students who miss a quiz** should contact the laboratory coordinator as soon as possible to arrange a makeup quiz. It is the student's responsibility to make these arrangements in a timely fashion (see *Lab Attendance*). No makeup quizzes can be administered once the original quiz has been returned to the other students in the course.
2. Quiz questions are posed in a variety of short answer formats. Points are not taken off for spelling alone, but the answers must be recognizable to your TA on the basis of what is written alone (not on the basis of what you explain later that you meant to write).
3. Different lab sections are given different quizzes, with questions drawn from a common pool. Quizzes are graded by IB 104 TAs.
4. **Questions about quiz grading** should be presented first to the student's lab TA, who will be able to answer questions about the correct or expected quiz answers. Students may also take quiz questions to the lab coordinator for consideration. As necessary, the lab coordinator will bring questions to the attention of Professor Francis.

STATEMENT OF ACADEMIC INTEGRITY

1. The faculty and staff of IB 104 require students to hold to the highest standards of academic conduct. Any form of cheating in this course is unacceptable, and will be dealt with as outlined below, and in accordance with the University-wide standards in the *Code of Policies and Regulations Applying to All Students*.
2. **If the work you submit resembles that of another student or another source too closely, we may conclude that it was not your original work.** Always make a conscious effort to complete your work on your own and to protect it from the view of others. Since we cannot always monitor you as you complete your work, we must rely on the *appearance* of your work to judge. Failure to adhere to this standard for any portion of a quiz or exam or homework assignment will result in a grade of zero for all persons involved.