

SIGNATURE ROUTING LOG




General Information:

Proposal Type: Course Program Other
 Proposal Name¹ (course prefix & number, pgm major & degree, etc.): BIO 103 (add dl)
 Proposal Contact Person Name: Ruth Beattie Phone: 7-7647 Email: rebeat1@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Undergraduate Affairs Committee, Biology	8/27/2010	Dr Vincent Cassone, Chair / 7-6766 / vincent.cassone@uky.edu / / / / / /	
A&S Ed. Policy Cmte.	11/11/10	G. Murthy, Nat. Sci. / 7-4729 / ganpathy.murthy@uky.edu	
A&S Dean	11/11/10	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	 sent to UGC 11/11/10

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/1/2011	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval			
		University Senate Approval	

Digitally signed by Sharon Gill
DN: cn=Sharon Gill, ou=Undergraduate Education, ou=Undergraduate
Council, email=ngill@uky.edu, c=US
Date: 2011.02.04 10:55:41 -0500

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.
² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.

- a. Submitted by the College of: Arts and Sciences Today's Date: September 1, 2010
- b. Department/Division: Biology
- c. Is there a change in "ownership" of the course? YES NO
- If YES, what college/department will offer the course instead? _____
- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Ruth E. Beattie Email: rebeat1@uky.edu Phone: 257-7647
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: Fall 2011

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: BIO 103 Proposed Prefix & Number: same
- b. Full Title: Basic Ideas of Biology Proposed Title: same
- c. Current Transcript Title (if full title is more than 40 characters): _____
- Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
- Proposed – ADD³ Cross-listing (Prefix & Number): _____
- Proposed – REMOVE^{3,4} Cross-listing (Prefix & Number): _____
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.
- Current: 3 Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study _____
- _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
- _____ Seminar _____ Studio _____ Other – Please explain: _____
- Proposed: 3 Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study _____
- _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
- _____ Seminar _____ Studio _____ Other – Please explain: _____
- f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
- Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail
- g. Current number of credit hours: 3 Proposed number of credit hours: 3
- h. Currently, is this course repeatable for additional credit? YES NO

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

COURSE CHANGE FORM

Proposed to be repeatable for additional credit? YES NO

If YES: Maximum number of credit hours: _____

If YES: Will this course allow multiple registrations during the same semester? YES NO

- i. Current Course Description for Bulletin: Introductory biology. Discussion topics are those relevant to both plants and animals - cell structure and function, molecules important to living things, metabolism, heredity, environment. Not for life science majors.

Proposed Course Description for Bulletin: Same

- j. Current Prerequisites, if any: none

Proposed Prerequisites, if any: none

- k. Current Distance Learning(DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

- l. Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both

Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. Currently, is this course taught off campus? YES NO

Proposed to be taught off campus? YES NO

4. Are significant changes in content/teaching objectives of the course being proposed? YES NO

If YES, explain and offer brief rationale:

The course delivery have been changed to meet the requirements of the DL course. See attached documentation for details.

5. Course Relationship to Program(s).

- a. Are there other depts and/or pgms that could be affected by the proposed change? YES NO

If YES, identify the depts. and/or pgms: _____

- b. Will modifying this course result in a new requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

6. Information to be Placed on Syllabus.

- a. Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: BIO 103	Date: Oct 28, 2010
Instructor Name: Brent Palmer	Instructor Email: bpalmer@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
	Hybrid <input type="checkbox"/>

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>Instructor Office Hours: By appointment Note in syllabus: Office hours: By appointment Office Hours: By appointment Generally the fastest way to contact me is through e-mail. I check my e-mail regularly during the day (M-F). E-mails received before 5pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9am the following morning. E-mails received after 5pm on Friday will be responded to within 24 hours. For face-to-face or telephone appointments: e-mail me to set up a meeting time.</p> <p>The syllabus conforms to the Senate Syllabi requirements</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>The course goals are the same as for the traditional lecture course. Students will be assessed through online examinations and assignments. .The course is divided into a series of learning modules (found by clicking on the red COURSE MATERIALS button). Each module consists of multiple files. These files are in a variety of forms: PowerPoint, word documents, web links, etc. As students work through the course materials they will take notes the same way as they would for a "regular" lecture course.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>Note in syllabus: Cheating on exams or submitting written assignments that are not your own original work constitute grounds for failing this course and possibly further academic actions. If you are suspected of</p>

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	<p>cheating during an exam, you will be assigned a failing grade for the course. Talking to another student during the exam, looking at another student's paper, using any electronic communication device (cell phone, text messaging, pager, etc), using supplementary material, or using a surrogate test-taker all constitute cheating. Consult the Student Rights and Responsibilities manual (Part II, Section 6) for further details. (Available on the Web at http://www.uky.edu/StudentAffairs/Code).</p> <p>Access to the exams is pssword protected.</p> <p>Exams will be administered online. Each exam will be available for a three hour window of time. Once a student accesses the exam, he/she has 50 minutes in which to complete and submit the exam. Students can only access an examination once. Given the time limit., students will not have the time to look up answers.</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p> <p>No</p> <p>If yes, which percentage, and which program(s)?</p> <p>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>Information on library service, technical help is included in syllabus.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>Assignments are designed to encourage use of learning resources . The learning module s direct students to the appropriate resources.</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>All facilities/resources required for the course are available online</p>
<i>Student Services</i>	
8.	<p>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>Minimum Technology Requirements: In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site: http://www.uky.edu/Blackboard/computer.php and http://www.masteringbiology.com/site/support/system-requirements.html#players_plugins</p> <p>Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course.</p>


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	<p>You will need to install a number of plugins on your computer. The links to the specific plugins required for this course can be found in MODULE 1 of the COURSE MATERIALS section of the course. If using a UK computer these plugins should be already installed.</p> <p>If you experience technical difficulties with accessing course materials, the UK Customer Service Center may be able to assist you. Their hours are 7am – 6pm Monday through Friday. You may reach them at 859-257-1300 or by e-mail at helpdesk@uky.edu. The MasteringBiology.com technical support Help Number is (Toll Free) is 1-877-672-6877. The phone support is available Monday through Friday from noon to 8PM. They also have online support documents and tutorials available at http://www.masteringbiology.com/site/support/faq-students.html. Please also inform the course instructor when you are having technical difficulties.</p> <p>The UK Teaching and Academic Support Center (TASC) website (http://www.uky.edu/TASC/) offers additional information and resources that can promote a successful distance learning experience. They may also be reached at 859-257-8272.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</p>
10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> <input type="checkbox"/> "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> <input type="checkbox"/> Carla Cantagallo, DL Librarian <input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) <input type="checkbox"/> Email: dllservice@email.uky.edu <input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: Brent Palmer Instructor Signature: 
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Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

BIOLOGY 103 - Basic Ideas of Biology Summer 2011 Syllabus

Course Information:

Time: Section XXX ONLINE: go to: MyUK and log into Blackboard using your LINK BLUE username and password.

Minimum Technology Requirements:

In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site:

<http://www.uky.edu/Blackboard/computer.php> and http://www.masteringbiology.com/site/support/system-requirements.html#players_plugins

Note: the use of Internet Explorer is NOT recommended for use with Blackboard. Firefox is the recommended Internet browser for the course.

You will need to install a number of plugins on your computer. The links to the specific plugins required for this course can be found in MODULE 1 of the COURSE MATERIALS section of the course. If using a UK computer these plugins should be already installed.

If you experience technical difficulties with accessing course materials, the UK Customer Service Center may be able to assist you. Their hours are 7am – 6pm Monday through Friday. You may reach them at 859-257-1300 or by e-mail at helpdesk@uky.edu. The MasteringBiology.com technical support Help Number is (Toll Free) is 1-877-672-6877. The phone support is available Monday through Friday from noon to 8PM. They also have online support documents and tutorials available at <http://www.masteringbiology.com/site/support/faq-students.html>. Please also inform the course instructor when you are having technical difficulties.

The UK **Teaching and Academic Support Center** (TASC) website (<http://www.uky.edu/TASC/>) offers additional information and resources that can promote a successful distance learning experience. They may also be reached at 859-257-8272.

Professor Information:

Professor: Brent Palmer
Office: 204 Multidisciplinary Research Bldg 3
Phone: 257-5824
E-mail: bpalmer@uky.edu
Office hours: By appointment

Generally the fastest way to contact me is through e-mail. I check my e-mail regularly during the day (M-F). E-mails received before 5pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to by 9am the following morning.

E-mails received after 5pm on Friday will be responded to within 24 hours.

For face-to-face or telephone appointments: e-mail me to set up a meeting time.

Teaching Assistant Information:

TA: Ye Li
Office: 302 Morgan Building
Phone: 7-2289
Email: ye.li@uky.edu
Office Hours: By appointment

Biology 103 is an introductory biological science course designed for non-science majors. It satisfies the general education requirement for intellectual inquiry in the natural, physical and mathematical sciences. Science is a major human activity and influence in the world. Whether you are a scientist or not, science affects you - the way you live, the nature of your society, the way you think, and the way that you perceive the universe. Consequently, it is important that the non-scientist understand the nature of this activity called "science" and something of the subject matter with which science is involved. The biological sciences have become particularly important and newsworthy at the beginning of the 21st century given the research in and implications of environmental and biotechnology research. A scientifically literate

citizen will need basic biological information and an understanding of how science operates to interpret news stories and make intelligent personal, economic, and political decisions.

I hope you find this course challenging, exciting and interesting. I hope the topics pique your curiosity, enrich your understanding of science, intrigue you, and, most of all, make you think! Life is all around you as well as within you. You are a part of the whole global web of life. In some ways, you are unique. In many ways, you share common features with all living things. We will explore the nature of science and life in this course.

Course Goals

- 1) To provide knowledge about --
 - a) The nature of science to include: its assumptions, characteristics, goals, and limitations; how models are built and modified to explain and predict natural phenomena; the distinction between scientific research and pseudoscience; and the difference and similarities of scholarship in science versus other fields of inquiry
 - b) Biological concepts and terminology including facts, laws, and theories concerning characteristics of life, genetics, cell biology, physiology, evolution, behavior, ecology and conservation
 - c) The historical development of biological ideas
 - d) New biological theories and areas of research such as in molecular genetics and genetic engineering
 - e) Science/society interactions including the ethical, legal, and economic implications of areas such as biotechnology and environmental research
- 2) To enhance skills in communicating ideas and critically evaluating sources of information, arguments, and issues such as genetic manipulation and global warming
- 3) To promote the values of curiosity, openness to new ideas, skepticism, and science as a way of knowing

Learning Outcomes

By the end of the course, you should be able to:

1. Describe methods of inquiry that lead to scientific knowledge and distinguish scientific fact from pseudoscience.
2. Explain fundamental principles in a branch of science.
3. Apply fundamental principles to interpret and make predictions in a branch of science.
4. Demonstrate an understanding of at least one scientific discovery that changed the way scientists understand the world.
5. Give examples of how science interacts with society.
6. Recognize when information is needed and demonstrate the ability to find, evaluate and use effectively sources of scientific information.

Textbook

Readings listed in the course schedule come from **Colleen Belk and Virginia Borden Maier. 2010. *Biology Science for Life with Physiology (3rd Edition)*. Pearson/Benjamin Cummings.** You are responsible for knowing all material covered in class (whether or not it is also in the text book). In addition to the material covered in class, the text may contain material not covered in class for which you will also be responsible. You will also be responsible for any specifically assigned readings beyond the general text book chapter readings. The textbook is not a substitute for class attendance.

Books may be purchased from the following stores.

- Kennedy Bookstore, 405 S. Limestone, (606) 252-0331 or 1-800-892-5165, or go to the website: <http://www.kennedys.com>

- Wildcat Text Books, 563 S. Limestone, (606) 225-7771, or go to the website: <http://www.wildcattext.com>
- UK Bookstore 106 Student Center Annex, phone (606) 257-6304 or 1-800-327-6141, or go to the website: <http://www.ukbookstore.com>

Distance Learning Library Services

As a Distance Learning student you have access to the Distance Learning Library services at <http://www.uky.edu/Libraries/DLLS>.

This service can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UK's library or other libraries. The DL Librarian may be reached at 859-257-0500, ext 2171, or 800-828-0439 (option #6) or by mail at dlservice@email.uky.edu. For an interlibrary loan visit: http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16

Office Hours

It is my experience that Office Hours by appointment works best, as many students will not be able to come during schedule office hours. Due to the size of the classes, please email either myself or your Teaching Assistant for help with your questions or to schedule an appointment. Note that email is the preferred method of contact, and that you cannot text message me. Please allow up to two workdays for an e-mail response. All e-mails must have a relevant subject line and must identify who you are by having your name somewhere in the message.

Academic Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a *Letter of Accommodation* from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

Attendance

All course materials are on-line and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a LECTURE SCHEDULE that you should follow. The lecture schedule is posted on BlackBoard in the COURSE INFORMATION section of Blackboard. You are expected to spend a MINIMUM of 5-6 hours per DAY on-line interacting with the course material.

Exams and Assignments

Grades will be based on the following exams and assignments:

Assessment	Number of points	Percentage of Course Grade
Quizzes and Assignments	Normalized to 100	25%
Exam 1	100	25%
Exam 2	100	25%
Exam 3	100	25%
Total	400	100%

Check the Information on Examinations in the ASSIGNMENTS AND EXAMS section of Blackboard to confirm the topics/chapters covered on each examination. Midterm grades will be posted by May xx, 2011

ONLINE EXAMINATION INFORMATION

The **online examinations** will be submitted electronically through MasteringBiology.com and must be submitted by the stated deadline (9.00am). Each examination will consist of 50 multiple-choice or true/false questions. The examination will be available beginning 3 hours before the due date/time. It is your responsibility to make sure that you access the material during that time period. You can access the examination any time during the 3 hour window but you can only access it once. Once you access an examination you have 50 minutes in which to complete and submit it (the latest you should access an online examination is 8.00am). All questions must be answered in order (i.e. you cannot skip questions and come back to them). You must answer each question before proceeding to the next question. If you go over the time you will not receive credit for unanswered questions. **It is your responsibility to watch the time and complete the examination in time.**

Online examinations are **CLOSED BOOK** examinations. You cannot use your text book or any other notes when taking an examination. **You are on your honor to take the examination on your own without the assistance of any other person or materials.**

Online examinations will be automatically graded and your score will be available immediately.

If you encounter problems when taking an exam: First try calling me at 257-5824 - I will be in my office during the entire examination period. If you are unable to contact me by phone: send me an e-mail and include a phone number where you can be reached. I will contact you ASAP.

Quizzes and Assignments

There will be regular quizzes and special learning assignments on online on the course Mastering Biology website. These assignments will have specific due dates and cannot be submitted after the due date. Some of the online material will be on assigned textbook reading material and will be due BEFORE the material is covered in class. This is to encourage you to read the assignments before class. There will also be more challenging quizzes and assignments due following the online modules to test your grasp of the material. It is possible to score extra credit by not using the 'hints'. In addition, special assignments will be based upon readings in the "Scientific American" issues included with your text, as well as other reading assignments. The sum of all of these points for quizzes and assignments will be normalized to 100 points.

Exams

There will be three exams during the semester worth 100 points each. Each exam will cover only the material from that section of the course. Given the large class enrollment, the test questions are multiple choice questions. Each exam will have 40-50 multiple-choice questions. However, the questions are not simply the rote memorization kind, but rather test your comprehension of the information and your ability to apply the material in a problem-solving fashion.

Questions on exams will come from material covered in class as well as textbook and other reading assignments. The exam policy is – if we covered it in class, was in the assigned textbook reading, was in an online assignment, or if it was specifically assigned as an outside reading or assignment, it is fair game on the test.

Exam questions that received low scores will be discussed online following the exam. You may also e-mail me regarding answers to exam questions either to get clarification or to argue for credit (see below). I don't respond to queries, however, until we have had a chance to discuss the questions in class.

Regrading Exams

We are happy to fix any errors or irregularities in grades. If you feel that there was an error in grading your exam, you must submit your request in writing; detailing which questions you feel are in error and

why your answer(s) should receive additional credit. For instance, if there is information in the text book that supports your answer, quote the information from the book and provide the page and paragraph number. All requests must be submitted within 2 weeks of posting of the answer key in order for the scores to be changed.

Makeup Exams

Only one make-up exam will be allowed and only for documented, excused absences as defined in Student Rights and Responsibilities (<http://www.uky.edu/StudentAffairs/Code>). You must contact your professor within 7 days of a missed exam in order to be able to take the makeup. All makeup exams will be given during the second hour of the scheduled final exam period.

No makeup will be given for the final exam. If you miss the final, you will not be able to receive an incomplete in the course without discussing with the professor the reasons for missing the exam, and then filling out and signing an incomplete form with the Biology Department. If I feel an incomplete is warranted, I will determine the conditions necessary to satisfy the incomplete.

University Policy on Excused and Unexcused Absences

The following are acceptable reasons for excused absences:

1. serious illness of student (doctor's note required)
2. illness or death of family member (doctor's note required)
3. University-related trips (such as to a football game for a team member or band member, official note required)
4. Major religious holidays. Students MUST notify instructor IN WRITING of all semester holidays to assure being excused.

Grades

Course grades are assigned according to the following criteria. The grades are not curved. They are criterion-based using your performance on exams and papers.

Course Grade	Percentage	Points
A	90.0% or better	360 – 400
B	80.0 – 89.9%	320 – 359
C	70.0 – 79.9%	280 – 319
D	60.0 – 69.9%	240 – 279
E	Below 60.0%	239 and fewer points

Students are responsible for achieving the scores required for the grade you desire. You must meet the above cutoffs to receive the appropriate grade. Borderline cases will not be considered. There will be no extra credit beyond what is available to all students in regular assignments or tests during the semester.

Classroom Courtesy

Given the large enrollment in this class and the nature of the large lecture hall I'm requesting your cooperation in making the learning environment as effective and courteous as possible. Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please minimize distractions by not reading newspapers or carrying on conversations and be discreet if you must arrive late or leave early. Turn mobile phones off during class. Please help me maintain the best environment by using a little peer pressure if necessary. This is a challenging teaching and learning environment so let's be as courteous as possible. Thank you.

Plagiarism and Cheating

Cheating on exams or submitting written assignments that are not your own original work constitute

grounds for failing this course and possibly further academic actions. If you are suspected of cheating during an exam, you will be assigned a failing grade for the course. Talking to another student during the exam, looking at another student's paper, using any electronic communication device (cell phone, text messaging, pager, etc), using supplementary material, or using a surrogate test-taker all constitute cheating. Consult the *Student Rights and Responsibilities* manual (Part II, Section 6) for further details. (Available on the Web at <http://www.uky.edu/StudentAffairs/Code>).

Getting Started: Log into your Blackboard (Bb) account

- 1) Access the course syllabus: The course syllabus can be viewed by clicking on the red COURSE INFORMATION button and then clicking on SYLLABUS. I would recommend you print out a copy of the syllabus for future reference. **Make a note of all deadlines.**
- 2) You should check that the e-mail address listed for you is your current e-mail address (it does not have to be a UK address just the e-mail that you regularly use). If it is not your regular e-mail address, then change it to your current address (except for HOTMAIL accounts which sometimes aren't compatible with Bb) and click submit. This is the address that I will use to communicate with you. (go to TOOLS to change your e-mail address)
- 3) This is a 3 credit hour course taught exclusively through the web. All course materials are on-line and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a LECTURE SCHEDULE that you should follow. The lecture schedule is posted in the COURSE INFORMATION just below the syllabus. Again, I would recommend you print it out. This is a difficult course and it is imperative that you stay up-to-date with the lecture material. Do not procrastinate and leave material to the last minute. You are expected to spend a MINIMUM of 5 - 6 hours per DAY on-line interacting with the course material. Take some time to familiarize yourself with navigating through the course material. The course is divided into 19 modules (found by clicking on the red COURSE MATERIALS button). Each module consists of multiple files. These files are in a variety of forms: PowerPoint, word documents, web links, Authorware files, etc. As you work through the course materials you should take notes the same way you would for a "regular" lecture course.
- 4) Please be aware that some files that you will be downloading are fairly large and may take a while (several minutes) to download especially if you are accessing the course material using a modem or a slow broadband connection.
- 5) There will be regular quizzes and special learning assignments on online on the course Mastering Biology website. *You will need a **Personal Access Code** to log onto this website. If you purchase your textbook from one of the recommended bookstores, your Access Code will be bundled you're your textbook. If you do not have an access code, you may purchase one from the Masteringbiology.com website. You will need to log on to masteringbiology.com and verify that you can view the homework assignments. Homework will be assigned starting on the first day of class.* These assignments have specific due dates and cannot be submitted late.
- 6) Given that all course material is delivered through the Internet, occasional problems may arise with accessing course material. If you have problems accessing course material, or if web links appear to be not functioning, please contact me and I will get the problem rectified as quickly as possible.
- 7) Recommended first actions:
 - (1) Print out a copy of the syllabus and lecture schedule
 - (2) Begin work on module 1 - (if working on your home /dorm computer - download all of the plug-ins listed in module 1).
 - (3) Log into Masteringbiology.com and get your online account set up.

Course Schedule

Lecture	DATE	DAY	TOPIC	READING
1	May 10	Tues	Course Introduction, review of course goals, activities, and assessments The Scientific Method, hypothesis testing, and control groups Critically evaluating scientific claims	Syllabus Schedule Chapter 1
2	May 11	Wed	What is life and the chemistry of life. Water and biochemistry	Chapter 2
3	May 12	Thurs	What are Cells and how they work. Metabolism. Osmosis.	Chapter 3
4	May 13	Fri	Photosynthesis, Cellular Respiration and Global Warming	Chapter 4
5	May 16	Mon	Cancer, DNA Synthesis,	Chapter 5
6	May 17	Tues	Mitosis, Meiosis	Chapter 5
7	May 18	Wed	Mendel's paradigm shift, Quantitative Genetics, Genetics and the Environment	Chapter 6
8	May 19	Thurs	Sex Determination, Pedigrees, DNA fingerprinting	Chapter 7
9	May 20	Fri	Exam 1 - Chapters 1 to 6 – 7 lectures Gene Expression, Protein Synthesis	Chapter 8
10	May 23	Mon	Mid term of semester Recombinant proteins, and genetically modified foods and humans	Chapter 8
11	May 24	Tues	Tissues, Organs and Organ Systems	Chapter 16
12	May 25	Wed	Last day to withdrawal from classes Respiratory, Cardiovascular and Excretory Systems	Chapter 17
13	May 26	Thurs	Endocrine, Skeletal and Muscular systems	Chapter 19
14	May 27	Fri	Reproductive and Developmental Systems	Chapter 20
15	May 30	Mon	Memorial Day Holiday	
16	May 31	Tues	Exam 2 – Chapters 7, 8, 16, 17, 19, 20 – 7 Lectures Nervous systems	Chapter 21
17	June 1	Wed	What is Evolution? Darwin and the paradigm shift. Alternative Explanations	Chapter 9
18	June 2	Thurs	Natural Selection	Chapter 10
19	June 3	Fri	Biodiversity	Chapter 12
20	June 6	Mon	Evolutionary History	Chapter 12
21	June 7	Tues	Population Biology & Human Population Growth	Chapter 13
22	June 8	Wed	Causes and Consequences of Extinction	Chapter 14
23	June 9	Thurs	The Sixth Mass Extinction. Saving Species	Chapter 14
24	June 10	Fri	Exam 3 – Chapters 21, 9, 10 12, 13, 14 – 8 Lectures	