COURSE POLICIES for Bio200

(and the rest of the Intro Series)

Welcome to Biology!

This document is intended to give you all of the information you need to successfully navigate Bio180, Bio200, and/or Bio220.

Your instructors and TAs share a passion for natural science and we are interested in contributing to your knowledge and excitement about biology.

These courses are large and relatively complex. While this document is long, it contains important details.

Reading it is a good idea, and you should definitely use this as a resource as you continue through the introductory series.

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A. THE INTRO SERIES COURSES

Bio180: Biology 180 introduces the process of evolution and the rules of genetic inheritance, and describes how organisms interact with other organisms and with their environment. It also explores how humans impact ecosystems, and why ecologists are concerned about the future of natural systems. The information, concepts, and analytical thinking introduced in lecture provide a unifying framework for the topics covered in Biology 200 and 220.

Bio200: This course covers core concepts in molecular, cellular and developmental biology and will prepare you for BIO 220 and upper division courses in the biosciences.

Bio220: Biology 220 is designed to help you learn core concepts and mechanisms that are fundamental to Animal and Plant Physiology that will prepare you for upper division courses in the biosciences.

B. STAFF

Lecturer:	**Dr. Ben Wiggins**	benlw@uw.edu	*Department of Biology*
Course Coordinator:	**Ms. Liz Warfield**	lizwarf@uw.edu	*Department of Biology*
Asst Coordinator:	**Ms. Christine Savolainen**	lcsavo@uw.edu	*Department of Biology*

C. COURSE WEBSITE

- **Course Website:**
  The Biology 200 course website is: **https://canvas.uw.edu/courses/1097419**
  The home page provides links to some or all of the following (varies by quarter): professor and TA contact information; course discussion forum; syllabus; lecture outlines; study questions; answer keys; and interesting course-related websites.

- **Email and Email Professionalism:** Monitor your UW email frequently. If you use a non-UW email account, forward UW messages to your other account. Be sure that your spam filter is not intercepting UW messages; adjust its settings if necessary and monitor the contents of your Junk and Promotions folders.

  The professors, coordinators, and teaching assistants receive many hundreds of student email messages each quarter. Our ability to reply promptly and accurately is greatly improved when student messages are clear and concise. Here are some suggestions, common in most professional communication:

  – Use your UW email account. If you choose to use a non-UW email account, then be sure to identify yourself clearly (including your full name and UW NetID, as large classes often have multiple students with similar names or nicknames). Unidentified messages will be lowest priority for responses.

  – Email to the instructor or TAs UW account directly. Do not use the internal email system on Canvas. Instructors will not check this annoying parallel email system frequently if at all.

  – Use a specific and detailed subject line. Avoid replying to an unrelated or distantly-related message.

- If there has been previous correspondence on the same subject, include the text of those messages.
- Provide all pertinent details, for example, the assignment number or due date.
- Email just one person; don't copy multiple individuals. See Who's Who below.
- Be polite. This is good business, and it will tend to help us help you more quickly. You might be surprised as the aggressive or rude tone that your unedited email expresses; read your own email and ensure that you are using the words you want to be using.

- **Who's Who:** Many people are involved in teaching in the Biology Intro Series; Each course will have one or two instructors, a course coordinator and assistant coordinator, a field trip organizer, and many teaching assistants. Here is how you should decide who to contact:
  - **Questions about biology** (i.e., the subject matter of the course) may be asked in class (lecture or lab), during office hours, or on the discussion forum. Please don't email with biology questions; your question is probably of interest to others, and we would like your question and our responses to be available to everyone.
  - **Questions about normal course logistics** should first be investigated in the course policies or by using the course website. If you can't find your answer there, the discussion board and past course emails may have your answer.
  - **Questions not answered in the published materials, or logistical questions of a personal nature** (like exam conflicts, absences, and grade inquiries) should be directed by email to the course coordinator. If the coordinator can't answer your question, they will forward it to the person who can. Please do not copy multiple people with your messages.
  - **Unresolved major issues that cannot be resolved with course staff** can be directed up the chain to Instructional Director Ben Wiggins (benlw@uw.edu, located in Hck 302C). Email is the normal mode of communication, but feel free to use email to set up an in-person meeting if that is more comfortable. Confidentiality can be maintained if that is important to you. While very few students need this step, we do want you to feel confident that your issue will be heard and due diligence done to ensure our courses are equitable and fair.
- **Discussion Board:** Online discussion boards can be extremely useful; this quarter we are using an enhanced board run by a non-profit called Piazza. It is accessible 24 hours per day and is free through Canvas. Questions are answered much more quickly in Piazza than by e-mail. Depending on the quarter, wait times have been as low as 7 minutes.
  - This is the best and the fastest place to: Get administrative answers, start discussions with other students online, organize study groups, and ask questions of the professor and all of the teaching staff of Bio 200. An archive of class-wide email messages will be available online.
  - Biology 200 incentivizes discussion board participation by giving 5 points for substantive participation throughout the quarter. Biology-relevant questions and answers (though not follow-up comments) will be approved for points.

- **Gradebook:** The Canvas gradebook online is the official class record of grades. The gradebook is updated weekly. Students are expected to stay current with the gradebook and double-check all grades.
- **Inaccurate Percentages**: It is important to note that Canvas has estimation columns at the end of the gradebooks that give raw percentages. These do NOT reflect your course grade, and are misleading. We are working with Canvas to find a way to eliminate them, but they have not given us that option yet. Ignore all % estimations of grade, as this does not reflect our grading system!

D. GETTING INTO THIS COURSE

- **How to Register:** If you are able to register without assistance, do so. If the course is full, keep checking back during the first week of class as many students change schedules and spaces become available frequently.

  On the course website, there is a document titled 'How to Register for Bio200'. If you are trying to get into the course, this document has the most up-to-date advice and should be read as soon as possible. Non-matriculated and repeating students should also read this document.

  Course conflicts of one hour or less do not need a faculty signature, so you can process that paperwork for yourself. If you have a conflict longer than one hour per week and you intend to be at all lectures and labs for our class, then we will sign the paperwork. This assumes that you will complete all work by the normal deadlines. For course conflicts that are more involved, you will need to discuss them with the course coordinator to see if they fall within departmental policies. Important: Any missed class can result in the loss of opportunities for the student to gain points, hear possible time-sensitive announcements, join in useful discussion and practice problem-solving techniques.
- **You are responsible for all course work even if you are not yet enrolled in the course:** For access to the inner workings of canvas website and all assignments, please use the link on the front page of the course website. If you add late, you may miss a few small assignments. These are unlikely to greatly influence your final grade, and may be used as your dropped scores if applicable.

E. LABORATORY SESSIONS:

- **You must show up to your first lab!** If you do not attend your first lab without contacting the course coordinator beforehand, then you will be **dropped** from the course (lecture & lab). You may need to wait until another quarter if all lab spots are full!
- **Late-Add Lab** If you register for an open spot after the lab time for the first lab of the quarter, you can come to the late-add lab on Friday January 6th (the first week of labs) at 12:00 pm in Hitchcock 143, to finish the lab and get full-credit for the lab points. To do this you must e-mail the course coordinator ahead of time. This late-add lab is for the first lab week only (there is no late-add lab for any other week).
- **Switching lab sections?** The LabSwitcher application on the website is available and is your best bet for finding an acceptable change. If you can find another student that wants to trade, the advisors in the Biology office (318 Hitchcock) can process this change quickly if both students show up. Students may not switch sections informally or attend a section for which they are not registered.

- **Course manual** Course manuals should be purchased before the first week of class from Professional Copy and Print (at 4200 University Way). Typically, the manual costs less than $20 total, although we will not know the final price until the first day of the course.
- **Laboratory policies** Laboratory sessions are designed to help you master some of the more difficult concepts covered in lecture and to experience biology through hands-on projects. Make sure that the laboratory section that you have registered for is one that you will be able to attend **each** week for the **entire 2 hours and 30 minutes**. In the event of an emergency that prevents you from attending your first lab session, contact the course coordinator by email as soon as is reasonable.
- **Pre-Labs:** Pre-labs must be completed on Canvas before the first lab of the week (in other words, all Pre-Labs are due before the start of the first lab of the week, which is typically early on Tuesday morning). Links to the Canvas pre-lab will be available on the course website. **If you are late, you will lose points for the lab** and will not be able to submit your pre-lab for credit. Late work is not accepted.
- **Lab grades** There are 9 lab sessions this quarter. The pre-lab for each will be worth 2 points, and will be completed on Canvas before the first lab of the week. The remaining 8 points (10 points per lab total) will be awarded assuming that students participate fully in the complete lab session. Lab credit is awarded for experimental design; data collection, recording, and analysis; discussion with classmates and teaching assistant; presentation of results; clean up; and other activities; as well as any written report or assignment. Cell phones are generally unnecessary in lab and should not be used. No lab scores will be dropped, except for your lowest pre-lab score. Your TA will determine grading policies for your lab points, and these may vary somewhat from TA to TA. Lab scores will be normalized by TA to account for this at the end of the term.
- **Lab attendance:** Attendance in the section for which you are registered is required. If you must miss lab due to a medical emergency or similar reason, contact the course coordinator as soon as possible. **You will need a medical note**, except in rare cases when a reasonable person would conclude that you should not travel to a doctor. The coordinator may be able to schedule you into another section if you are cleared to return to campus before the last lab of the week (usually Thursday afternoon).
- **We take lab safety very seriously.** The most important lab rule is **no eating or drinking inside the lab rooms**. Violating this rule can result in your expulsion from the course. Please also read & follow the lab safety rules found later in this course manual. Additional rules may be introduced by course staff.

F. LECTURES

- **Topics and Preparation**: The lectures are organized to highlight key concepts. Some of the topics discussed in lecture are also covered in your text, but many others may not be, or will be presented with a different emphasis than the book. In addition, there will be group work assignments and valuable discussions in lectures or in response to questions asked before, during or after lecture. Handouts may also be distributed in class.
- Additional small assignments may be assigned in lecture or posted to the course web site. If you miss lecture, you may not be able to complete these assignments. Disruptive behavior during lectures may be grounds for removal from that lecture and/or future lectures. No make-up opportunities are guaranteed in these rare cases.

- **Seating:** TAs will station themselves in consistent places in the lecture hall. You are encouraged to sit near your TA's area to ensure the best possible question answering opportunities. Students with disabilities or who have any other learning-related reason to sit in a different place in the classroom are welcome to do so. Student seating in the aisles is never allowed. (Please note that for some courses held in Kane 130 the only open seats may be in the balcony.)
- **Courses with multiple lecture sections:** A few of our largest courses have multiple sections. To maintain fairness in the course as well as to ensure access to all in large rooms, you should only attend your assigned section. Use of polling in a non-assigned section will be assumed to be evidence of cheating. For students that want additional contact time, please consider use of the Panopto recordings or office hours instead of trying to attend the wrong section.
- **Active Participation:** Your active participation in the lecture and the laboratory portions of this course is essential in order for you to do well in the course. Come to class prepared and ready to engage with your peers and with challenging, practice-based tasks that are the core of real biology. Simply sitting and listening is not sufficient for most students to learn the material to their greatest potential, even if this has been a historical norm for your other classes. Some in-class group work may be collected to examine student progress.
- **Random Call:** Your ideas and contributions are important to the class learning experience. In some courses, instructors will use Random Call to hear student answers, start discussion, and describe mechanisms. The purpose of random call is to keep all students engaged and accountable. Each quarter, students tell us "Random call made me less comfortable in class, but I learned much more because of it". When your opportunity comes, make the most of it!

  For a small percentage of students, the anxiety produced by Random Call is not worth the learning gains. We want this class to serve you as well. If this describes your situation, please write to the course coordinator or the instructor(s) to ask them to put you on the 'Don't call' list. You will not be randomly called during class, although you are always able to volunteer answers.
- **Appropriate use of technology:** We welcome all appropriate uses of technology in our classrooms. If you are using devices or computers for a class-based purpose, this is always acceptable. However, if you are using these items for purposes outside of class (Facebook, ESPN, or course registration are common examples) then you are likely to be distracting the people around you. Here is our policy for maintaining a useful learning environment for all students:
    - Use of technology for class-based purposes is always acceptable.
    - If you must use your technology for something beyond the purposes of the class, it must be both silent and in the rearmost two rows of the classroom.
    - For any other location in the classroom, technology must be focused on the class material. If you are observed to be using technology in other locations in any way that is not related to Bio 200, then you will lose your polling points for that day. Neither notice nor warning of the lost points will be given, and there will be no appeal.

  If you must multitask while in class, please confine the distraction to your own learning by sitting in the rear two rows to allow your fellow students to come to lecture without distraction. Use of smart phones for course purposes like accessing online slides is of course acceptable.

Use of cell phones for texting, making calls, or sending emails (even emails about the class) is always a violation of the appropriate use policy, and students will lose daily polling points without warning, notice or appeal. This includes cell phones that ring in class! Please turn your cell phone off, or at least change it to silent mode.

If calculators are necessary for an exam, you will be told beforehand. In these cases, cell phone calculators are not acceptable.

Cameras, including the use of camera phones, are not allowed in lab.

- **Digital Recording of Lectures:** Class sessions will be recorded using the Panopto system and available on the Canvas website. Because the technology is not foolproof, we advise attendance to all classes and caution that sometimes this media can fail or be difficult to read for which we cannot be responsible. If the past is any indication, approximately 2 sessions per quarter will not be recorded correctly, and we cannot grant make-ups of any kind if this happens. For the most part, these recordings are a good way to help mediate absences but should not be considered a replacement for attending class regularly. Lab sessions will not be recorded.

- **Polling points (previously 'clickers'):**
  - **Why we use polling points:** We have chosen to use polling points in the Biology Intro Series for several reasons. First, it allows us to monitor student learning in an immediate, real-time way so that instructors can speed up or slow down to match the needs of the class. Second, students have a way to check themselves to see whether they understand the material. Finally, research on teaching has shown that students retain more when they are actively responsible for the material in lecture each and every day.

    To get the full benefit of the use of polling points, we expect that you will work on and answer the polling point questions on your own, unless working with classmates is specifically allowed on that question. In addition, we expect that you will bring *your* device to use every day. Misuse of polling devices will be considered academic dishonesty and will be handled according to our course policies. This includes completing questions with someone else's device for any reason, or allowing another student to complete your polling points questions for any reason, or attending the other lecture section in quarters with two sections.
  - **Device Registration and Operation:** We have created a polling account for each enrolled student. Each student has been Signed Up and Registered for Poll Everywhere. All you have to do is Log In. Please consult the Bio 200 Polling Document for further instructions. Please bring your device to the first lecture if you can, as we may be testing out the system. Starting on the second day of class, we will be asking questions to be answered by the polling points system every lecture with the exception of days where there is an exam. **It is your responsibility to make sure your device is working.** We will post polling points scores on the website weekly. It is the student's responsibility to check these scores to make sure your device is working.
  - **Polling Points:** In classes with polling points there will usually be 2 or more questions asked (and as many as 15). We will choose some subset of these questions to count for points; therefore each day's total will be approximately 2-3 points. Some questions may be graded, while others may be for participation only or removed from the data entirely at the discretion of the lecturer. To account for inevitable absences, illness, and device problems

we will give ~95 opportunities for polling points but the maximum score will be 80. Students should only attend the section for which they are registered: Polling points scores will be zero for any student that attends another lecture section. **For further information regarding polling devices, please refer to the Polling Device document.**

G. OFFICE HOURS AND REVIEW SESSIONS:

A list of the office hours and review sessions by instructors, staff and TAs for the course will be available on the website, and will be kept as current as possible. This list will include Tri-Beta and CLUE sessions relevant to the class, as well as any exam reviews held by faculty.

TA office hours are typically help in Hitchcock Room 302 (with occasional reschedulings to other Hitchcock Rooms). There is a calendar of office hours outside of HCK 302 as well. Office hours are 50 minutes long each, and students should come with questions or topics of interest as TAs will not give a passive review session lecture. Any other review sessions held will be on the list of office hours and review sessions on the website.

H. ASSIGNMENTS

- **Reading Quizzes:** Reading quizzes help you prepare for lecture. The questions cover basic course content that you should be familiar with to get the most out of lecture. After a quiz closes, you can check your answers; if you were incorrect; go back to the text to find out why.

  To finish the quiz, you will need to study the textbook sections assigned for the day. Integrate the new material with your understanding from recent lectures. Study for comprehension and take notes. To take the quiz, follow the link on the course website. The date in the link is the date of the lecture to which the quiz applies.

  Reading quizzes close at 8:00 AM on the day of the lecture to which they apply. Quizzes for the week all open on the preceding Thursday at 12:00 PM.

  Reading quizzes are intended to be low pressure (not no pressure, and not high pressure like exams). All questions will be worth the same amount of points, and each RQ will add up to 2 points. To minimize the effect of occasional computer problems or brief illness, each student's lowest three reading quiz scores will be dropped.

  Note that doing well on reading quizzes does not indicate that you are well prepared for *exams*. Reading quizzes are intended to help prepare students for lecture. Lecture exams will ask students to go beyond these definitions and basic facts. To do well on exams, students should practice recognizing concepts; applying concepts to new situations; designing experiments to test hypotheses; describing data in words, graphs, and with statistics; and explaining their reasoning in concise and organized writing.

- **Practice Exams:**
  Note: Not all introductory series courses use practice exams.
  There are no practice exams for Bio 200 this quarter

- **Field Trips:**
  Note: Not all introductory series courses use Field Trips

  Bio 200 does not use field trips this quarter.

- **Seminars:**

  Note: Currently, Seminars are used only in select quarters of Bio200.

Seminars introduce you to the diversity research and implementation work going on through the sciences at the UW. You'll need to find, attend, and take notes at a seminar with some connection to Bio200. There are literally hundreds of choices possible. Without a completed Seminar, you will receive an Incomplete for Biology 200, assuming your other scores are high enough. Because there are so many possible seminars on campus throughout the quarter, there will be no excused absences from this assignment.

While there are many interesting seminars, you do NOT need to understand everything in order to get full credit. These seminars typically summarize a huge amount of high-quality work from an entire research team: experienced faculty almost never understand everything in a given seminar. Your goal is to become more comfortable walking into a Seminar, trying to pick out pieces you understand, and start to see links between Bio200 material and the cutting edge of STEM research.

The Seminar is worth 30 points. You'll discuss your Seminar in the Seminar Survey, which is intended to make sure you gave an honest effort to engage with the seminar. Your Seminar Survey is due one week after your completed Seminar and must be completed before the start of the final exam. Late surveys result in a 5-point deduction. You do not need to pre-schedule the seminar, but you do need to attend and describe the experience thoroughly (you may want to check the survey ahead of time to see the questions).

A list of seminars will be posted on Canvas. You are also welcome to find a Science, Technology, Engineering, or Math (STEM) seminar on a topic that interests you or applies to your area of study as long as it is likely to include Bio200-based topics. Updates will also be made to Piazza when new seminars are announced. Online or virtual seminars are not acceptable, nor are seminars that are part of some other course you are taking.

- ## Online Exercises – Computer Problems:

Many exercises for this course will be completed online. Canvas is a good, but definitely not perfect, system. If you encounter a problem, try the following, in this order:

- Double-check that you are trying to access the correct exercise, and are accessing it during the time that it is open.
- Try again, typing login information carefully to avoid typographical errors. Be sure that the Caps Lock key is off.
- Check the instructions to confirm that the correct login is being used.
- Restart or reset the browser to clear cached pages. Try again.
- Try a different browser and, if available, a different computer.
- If you often have problems submitting online exercises, consider using a hardwired campus computer for graded work. They are usually more reliable than wireless connections or mobile devices. Such computers can be found at many campus locations, including the Biology Study Area (BSA), HCK 220.
- Write the details about your problem and send to:
    - The discussion board: If other students are having problems, they may also have rapid solutions. Skim through recent topic headings to see if there is already a conversation helping with your problem. Often, systematic problems have quick solutions that are found by other students long before instructors see the post.
    - If the discussion board does not help, send an email to the course coordinator.

- **Checking Your Scores:** Scores for all assignments are posted online at least once per week. It is a good idea to check your online scores to make sure that you are getting the credit you deserve. If you think there is an error in the grading or reported score for any class activity, please inquire by email to the course coordinator with your UWNetID and precise information about the assignment in question. Please include any information needed to identify polling points devices if relevant. Inquiries will be processed in the order received. **Stay current! Some scores cannot be fixed later in the quarter. Failure to check scores regularly and promptly may cause you to miss points repeatedly for the same reason.**

I. EXAMS

- **Dates. Times and Locations:** There will be four midterm exams, each worth 80 points and one final exam worth 120 points. The exam dates are on the following days:

  Midterm Exam 1: Friday January 13th at 9:30 am for section B or 10:30 for section A,

  Midterm Exam 2: Friday, January 27th at 9:30 am for section B or 10:30 for section A,

  Midterm Exam 3: Friday February 10th at 9:30 am for section B or 10:30 for section A

  Midterm Exam 4: Friday February 24th at 9:30 am for section B or 10:30 for section A

  Final Exam: Monday March 13th 12:30 – 2:20 (scheduled for 1 hours and 50 minutes, but written to take 1 hour)

  - Section A will meet in Kane 130: Main floor only (No balcony seating).
  - Section B will meet in Kane 120.

  Exams are timed and must be completed within the allotted time. Using more time than allotted will result in a zero grade for that exam at the discretion of course staff. This can include any alteration done after students are instructed to stop writing and applies to all assignment types. If you have forgotten your name, stop writing and bring your exam to a TA to have them add your name.

  Exam material will focus on lecture material and laboratory work, with reading assignments from the textbook used as a resource for studying. Exams are not strictly cumulative, although the material in this course builds on previous weeks and material may be used, though not specifically targeted, from exam to exam. Exam questions may ask you to compare/contrast new information with that on previous exams or synthesize material across exams. Exams will have a mix of formats appropriate to that particular class, with multiple choice only making up a minority of questions if used at all.

  Exam keys will be posted on the course website. Whenever possible, an initial exam key will be posted soon after the exam is finished. This Initial Key is useful for you to review your performance in the short term and to give you a sense of what the correct answers or approaches were. After grading is completed, a Final Key with more detailed grading information and any changes made to the Initial Key will be posted (some grading will be changed in response to student answers). Students should use this Final Key for all regrade and long-term studying purposes.

  - **Missing Exams: Conflicts and Emergencies:** Exams must be taken at the scheduled times. If you know in advance of a legitimate unavoidable conflict as defined below, write to the course coordinator by email as soon as possible. Unless this conflict is scheduled unpredictably and not until later in the quarter, your requests must be received before the end of

the first week of class. The course coordinator will respond to these requests (typically one week before the exam). Reminders are always encouraged if you need to make certain of arrangements earlier than this one-week time frame. It is your responsibility as a student to submit all conflict information and requests as early as possible.

- For all exam conflict emails, please include: Your name as it appears in the gradebook, the date of the assignment missed, the name of the assignment, dates and times for travel, the name of the organization you are traveling with, a contact person for the trip including phone and email information, a short description of the event, and propose a possible alternative arrangement for taking the exam. If your conflict email is being sent after the first week of class, explain why the conflict was not known to you at the beginning of class.

– **Legitimate Unavoidable Conflicts:** Examples of unavoidable conflicts: Legitimate exceptions require written and verifiable documentation, and include death or serious illness in the immediate family, student illness that requires immediate medical care or absence during the time of the exam, recognized religious observances, and UW-sanctioned events where the student's participation is mandatory (such as debating contests or athletic competition). Court and military requirements from which the student demonstrably cannot be excused also qualify. Excuses that will NOT be considered include: non-University-sanctioned events, a conflicting appointment, a previous illness that interfered with your study time or an illness that does not prevent you from coming to the exam. Unexcused exam absences will be counted as zero in the calculation of your final grade.

– With rare exceptions, no exams will be given early, late, or off-campus for any other reasons than outlined above. University Registered Student Organizations (RSO's) are not covered by this policy. If this quarter's exams present significant conflicts with your club schedule, you may need to wait until a future quarter to successfully pass this class. Please discuss with the course coordinator if you believe your conflict is not covered in this policy and warrants further review (such as a clearly career- or skill-building opportunity).

– **Exam-day Emergencies:** If you have an emergency on the day of an exam, contact the coordinator prior to the start of the exam or as soon as possible (email is preferable and more likely to get a quick response). Alternate arrangements for an exam missed due to emergency may be available. If necessary, prorated grades will be assigned using exam scores on the other exams compared using standard deviation to the class average on those exams.

– **Notes from a medical practitioner for illnesses:** For any medical notes, please ensure that the note indicates that attendance at the exam was not possible based on the medical advice. Illnesses that only effect study time, or notes that indicate 'The patient was seen on the exam day' are not valid and you will need to return to your practitioner for a new note. All notes must clearly indicate the practitioner with contact information included.

– **Exam Arrangements:** Whenever possible, exams must be completed on campus and as close to the scheduled time of the rest of the class as possible, in part because initial keys will be released shortly after the exam time. Course staff may elect for a student to complete an oral exam, a long-form written exam, or use a mathematical proration of the student's other exam scores. A combination of these methods may also be used. Because of the practical unsustainability involved, instructors will not prepare a unique second exam.

- **Disability Accommodations:** Students who would like to request academic accommodations for a disability should contact Disability Resources for Students (DRS), 011 Mary Gates Hall, (206) 543-8924 (V/TTY), preferably before the beginning of the quarter. When DRS

has completed it's evaluation, they will send a faculty notification letter to the course coordinator, who will work with that student and the DRS Office to make the necessary arrangements. While we want to provide as equitable of an experience as possible, we may not be able to make necessary arrangements within Biology and some students feel best served taking exams at the DRS facility. Please note that all DRS requires arrangements to be made at least four days prior to the exam date.

- **Exam Returns:** Exams will be returned first in lecture along with a short debriefing of the exam results by the instructor. Later, exams will be returned in lab. If you are not present, you may pick up your exam in any later lab.

  After grading, final exams will be available for pick-up in Hitchcock 302 with a photo ID. Exams will be kept until the middle of the second month of the following quarter, after which they will be discarded.

- **Requesting an exam regrade:** The regrade process is intended to give you due process for ensuring that your exam was graded consistently with the rest of the class. This kind of bureaucratic review takes some time, but is a similar skill as is needed for scientific reviews, project or grant proposals, or experimental design.

  You may file for a regrade if you can demonstrate that your answer was unfairly or incorrectly graded. Regrades are not intended as a method clarification on why you lost points for a particular problem. Historically, the average regrade receives less than a single point. Read the following instructions carefully so you understand the Exam Regrade Policy before submitting a regrade request:

  – Regrades are due one week after the first exams are returned. Regrades should be turned into the correct wall folder in Hitchcock 302, which is open M-F from 9am to 5pm.

  – If you have an apparent addition error or other simple fix, please submit a regrade for this. This should only take a few minutes, but this will ensure that you get the points in the final gradebook. If your course limits the number of questions that can be regraded, then addition errors do not count as a regraded question. If you have an addition error that caused you to receive more points than you deserved, then we do not want to see it (at the risk of penalizing only the honest).

  – Your request is subject to possible further loss of points if it is based on incorrect premises. This is very rare, and typically only happens when students submit many questions for regrading in what appears to be an attempt to increase credit in any way possible. The entire exam is subject to regrading (you may gain or lose points on other parts of the exam).

  – If we agree that we have graded a particular answer unfairly or incorrectly, the change of score may be applied to all students who have answered as you did.

  – Note that regrades may not be possible for exams that are written in pencil. If you have altered your exam in any way before handing in, make sure to clearly note this. Exams are routinely photocopied before grading, and unnoted alterations will be considered cheating.

  – It is important to engage with the final, detailed key before submitting a regrade.

  – Occasionally, a class will allow regrades of the final exam. If this is available for your class, regrades will not be considered unless the amount of points earned would change your overall grade. Final exam regrades, if allowed, will be processed within one month and grade changes will be made retroactively if necessary. Addition errors on the final exam will always be allowed.

- Note: Some Bio200 terms use Scantron forms for exams. There are no individual regrades for Scantron multiple-choice questions (clerical errors are ok to regrade). If you believe the key or the exam is in error, you can write to the course coordinator via email. Be sure to write out your reasons and rationale clearly.
- Regrades will be returned in lab. If points were not given, a short explanation will be provided on that form. Because regrades can take several weeks to complete and hand back, it is a good idea to copy your exam for studying purposes. Hand in the original.
- Complete the Regrade Form on the course website. Fill out all parts of the regrade form. Staple the Regrade Form to the front of your graded exam.
- Because the course material and exam type differ between classes, the three introductory series courses have different limits on the number of questions that can be regarded per exam:
    1. Bio180: You may regrade a single question on each exam.
    2. Bio200: You may regrade as many questions as needed on each exam.
    3. Bio220: You may regrade two questions per exam.

J. ACADEMIC INTEGRITY:

Bio200 students are expected to hold themselves to the standards of the University of Washington Student Code at all times. Cheating of any kind will not be tolerated.

Copying exam answers from a neighboring student, using notes during an exam, and altering exam answers in any way prior to requesting a regrade, are all forms of cheating. Providing simple multiple choice answers for Reading Quizzes without engaging in scientific reasoning is also academically dishonest, and this includes social media like Facebook.

Plagiarism is considered academic dishonesty, and is not tolerated at the University of Washington. Plagiarism occurs any time a work is copied without attribution, whether the source is published or unpublished, and whether the source is a known author or another student. When you work with other students, be sure that the work you submit for grading reflects your own understanding and is not copied from another student. For most work, collaboration (working with other students to improve your understanding) is encouraged, but plagiarism (presenting someone else's work as your own) is not. If you are at all unsure about the differences between collaboration and plagiarism, contact the professor.

Any type of cheating on exams will result in a grade of zero (0) for the entire assignment or category of assignments at the discretion of course staff. All cases of suspected or confirmed cheating will be handled according to the University of Washington Student Code. In addition to earning a grade of zero on the assignment or exam, all cases will be referred to the Office of Community Standards and Student Conduct.
In most proven cases, the review results in an academic warning, probation, or dismissal from the University, in addition to the loss of points.

If you witness cheating or other breaches of the Student Conduct Code, you can report these directly to the Office of Community Standards and Student Conduct. The link to this online and simple reporting tool is here: http://www.washington.edu/cssc/report-it/

In keeping with the Student Conduct Code, all students are expected to treat colleagues, instructors, peers and staff with respect at all times. Failure to do so may result in your being removed from the classroom (either at that time, for future classes or permanently) as deemed appropriate by course staff.

K. GRADES:

- **Grading Points Breakdown:**

For this quarter of Bio 200, course points will be allocated as follows:

ASSIGNMENT	POINTS
Exam 1	80
Exam 2	80
Exam 3	80
Exam 4	80
Final Exam	120
Seminar survey	30
Labs	88
(9 labs – 1 dropped pre-lab (2pts)	
Reading Quizzes	60
(33 quizzes – 3 drops at 2pts each)	
Polling points	80
Miscellaneous small assignments	15
Total:	**713 pts**

- **Course Grade Determination:**

The top 5% students in the course will be awarded a 4.0. Course staff will judge the lowest percentage that represents acceptable performance for the class, and assign that score the lowest passing grade (0.7). The median may also be used in determining grades; in the past, the median grade for Biology 200 has been about 2.8. Every class is different, so this median is a rough estimate only.

Grades will be determined by linear interpolation between the 4.0 and the 0.7 scores. Additional homework assignments of small individual point totals may be added throughout the course, increasing the total possible points. Please note that simple percentage of class points is not used to calculate grades and will usually give an incorrectly high estimate of a grade.

The reason for this algorithm is that it protects students from unusually difficult exams (which would produce low grades in a simple grading system) and from unusually easy exams (which would produce uniformly high grades, and then devaluation of those grades by graduate and professional schools as well as hiring managers). Biology exams are conceptual and challenging, so anticipating the class performance is difficult and we want to protect students. This system allows for any number of students to achieve any non-4.0 grade, so it is relatively non-competitive compared to the strict curves used in many departments.

- **Biology Series Grade Requirements**

A minimum grade of 1.7 in Biology 180 is required to continue on to BIOL 200.

A minimum grade of 2.0 in Biology 200 is required to continue on to BIOL 220.

After Bio220, you can apply to the Biology major if you have a 2.0 grade in each of the three courses and a 2.5 cumulative science GPA.

You may elect to take an Intro Series course S/NS (satisfactory/not satisfactory), but this grading option will not allow you to count this class towards graduation in biology.

- **Repeating a Course:** Courses in the Biology 180-200-220 series may be repeated. After the first repeat, all subsequent repeats are limited to Summer Quarter.
- **Incompletes:** Incompletes are granted only rarely—when a student has been in attendance, has done satisfactory work, and can offer written evidence that the work cannot be completed due to circumstances beyond the student's control.

- **Grade projections:** Sporadically during the quarter, course staff will grade the partial course in the same way that final grades are calculated in order to give you a sense of your current grade. These projections are typically released after an exam. Grade projections are imperfect, incomplete, and for approximation purposes only; projections can have an error range up to an entire GPA point. Grade projections do not take into account dropped scores (which may help or hurt your grade) and only include a subset of completed scores. When available, grade projections will be posted in the gradebook on Canvas.

L. TIPS FOR SUCCESS IN BIO 200

To be successful in Bio 200 you must engage in the material on a level deeper than simply reading. We encourage group work, doing practice problems, attending office hours, and posting question to piazza. Obviously, there is no one simple answer, however we have a document with our best advice based on past student recommendations. For more details please consult the "How to Study for Bio 200" document.

M. RESEARCH

Throughout the Biology department, constant effort is being made to improve the ways in which we teach and provide learning opportunities. For some of those efforts, the data collected has value for wider research audiences. If any data from your class is going to be published, a research team member will discuss this research with your class. They will make clear the simple, easy, and discrete method for removing your data from the research project. Student experiences will not change based on removing data in any way. If research is going on in your class, a link on the Canvas website titled "Information About Research In This Class" will have more information for you. Feel free to ask if you are not sure if your class has research going on, or if you would like to know more. Course coordinators or Instructional Director Ben Wiggins **(benlw@uw.edu)** will be happy to answer your questions.

N. UNIVERSITY COURSE WITHDRAWAL POLICIES

The absolute best place to ask questions about dropping courses is in Hitchcock 318, where you can discuss your situation with a Biology advisor.

Please note that course withdrawal policy does not allow you drop a class after the second week of the quarter, with the exception of **one** withdrawal during weeks 3-7 each 12-month period. This means that you should monitor your performance in this class throughout the quarter to make certain you know your status. A grade of "Incomplete" will only be awarded under University Guidelines. If you must

repeat the class, you will be able to register but will need to wait for Period 3 registration. Repeating students must re-take both the lecture and lab portions of the course.

- **Biology Lab Fee Refund Policy:** A student who drops this course before or during week 1 of the quarter will have the lab fee automatically refunded. The charge may show up on the tuition bill later received, since the bill is generated fairly early on, but a student may deduct the fee from the amount paid and all should balance out. If a student officially drops between weeks 2-3 (days 8-21 during the summer), 50% of the fee will be waived IF the student submits a petition to the Biology Undergraduate Program. Refunds will not be posted unless specifically requested by the student. Students can request a partial refund by giving the Biology Undergraduate Programs Office (Hitchcock 318) their name, student number, course dropped, e-mail address, and approximate day dropped. This can be done in person, by phone, or by sending e-mail to **Ben Wiggins at benlw@uw.edu.** Requests MUST be made before the last day of instruction of that quarter; later requests will not be honored. Students who drop after the 3rd week are not eligible to receive a refund.

O. SAFETY AND GOOD LABORATORY PRACTICES

In order to provide you with an exciting and challenging laboratory learning experience, we ask that you become familiar with rules that are special to the laboratory environment. These rules are based on State and Federal laws governing the university and on common sense habits that safeguard you and your lab partner's health.

- **No eating, drinking, smoking, or gum chewing is allowed in the lab** to avoid accidental ingestion of hazardous materials. Further, while you are welcome to bring bottled water, sodas, and food to school inside of your purse or pack, *it must remained sealed and stowed away* during the course of the laboratory. **Please leave all cups outside the classroom. This rule is the most important rule in the laboratory for keeping you safe.**
- **Don't ever suck up fluid in a pipet using your mouth**. Always use a pipetting device like a pipet-pump.
- **Keep your lab desk free of non-essential books, purses, and other possessions**. Packs, purses, books, and coats should be safely stowed away under the lab desks, hung on the coat rack by the door, or set along the windowsill. The floors in the lab can be very dirty; stow your possessions in a cabinet whenever possible. Normally all you need on the desk would be a lab notebook, this book, a pen, and a calculator and/or ruler.
- **Keep your stools/chairs underneath the lab bench** when you are standing, walking around the room, or leaving the lab. Freestanding stools and chairs are the cause of many collision accidents, especially in a small laboratory such as ours.
- **Students are expected to wear close-toed shoes and clothing that does not pose a fire or safety hazard.** Clothing that would cause a fire or safety hazard include very lose or baggy clothes that could be catch flame or absorb chemicals in lab, clothes that do not cover and protect the skin of your upper legs/chest/torso, and strings or frills that may be caught in a centrifuge. **Hair longer than about the top of your shoulders should be tied back** with a band.
- **Don't sit or lie on the lab bench or the floor**. Microbes are everywhere, and some really nasty ones can be found in this room.
- **Keep hot burners and sharp objects to the center of the lab table**, and use common sense in positioning breakable things near anyone's elbows. Think of the simplest thing you might do accidentally, and make changes to avoid this accident.
- **Keep your notes, lab book, and pencils away from your work to avoid contamination**. It is best to designate a work area and a notebook area on the lab desk, and keep the two separate. Clean up any spills as you go along.
- **Disinfect and clean your lab table before and after every lab, please**. Wash your hands after disinfection.
- **Wash your hands at the end of each lab**. In addition, be sure to wash your hands before and after leaving for the bathroom during a lab.

- **Dispose of broken or sharp objects** (uncontaminated) **in the special "SHARPS" container** so the staff won't be hurt removing the garbage.
- **If a test tube or other glassware breaks, stop and alert people around you to the accident**. Stand over the broken pieces to prevent others from walking through them, and send your partner to alert the instructor for clean-up.
- **The lab room is not accessible outside of class unless a TA or the lab staff is present**. Because of the hazards associated with microbes and chemicals, the lab is not available for study or "catching up" on lab experiments.
- **Know the location and proper operation of the safety equipment and features in or near your classroom**. The main safety equipment common to most labs includes the:
  - Nearest exits (in case of fire or earthquake)
  - Sharps box (for disposal of non-contaminated glass or metal)
  - First Aid Kit in the interlab (for simple cuts or more elaborate injuries)
  - Eyewash – our sink- (for exposure of the eyes to chemicals or organisms)
  - Fire Extinguisher (for small lab fires)
  - Nearest Help and Telephone (for aiding instructor in recruiting help)

P. UW DEPARTMENT OF BIOLOGY

"Everything you need to know but were afraid to ask!"

Advising Office, 318 Hitchcock Hall (206-543-9120)

- Walk-in hours for advising are MTWF 9am-12noon & 1-4pm, and Th 9am-12noon & 130-4pm
- Advising is open to anyone. You do not need to be a declared major to come in.
- We recommend that you check in with an adviser at least once every quarter. Biology Walk-in times are for quicker questions, or a great place to start if it's your first time coming in.
- Appointments are required for long-range planning as this takes more time than we can devote to you during walk-in hours (long-range is anything beyond the next quarter). Please email one of the Biology advisers directly with some of your available times.
- Our busy times are during the first week of the quarter, and during registration times. Please keep in mind there are limited appointments available, so planning ahead is recommended!
- If you submit a request, petition or other paperwork with one adviser please follow up directly with that same adviser when you have further questions

Applying to Biology

Applications for the undergraduate degree programs in Biology will be accepted quarterly. A completed electronic application will be due the second Friday of Autumn, Winter, Spring, & Summer quarters by 11:59pm. Applications received by the system after the quarterly cut off will be considered for the subsequent quarter.

Minimum application requirements for a Biology Major:

1. Be a matriculated student at the UW Seattle Campus and in good academic standing.
2. Complete the Introductory Biology series or equivalent courses to UW BIOL 180, 200, 220 and have a minimum grade of 2.0 in EACH course.

3. Have a minimum 2.5 Cumulative GPA for any supporting course work in Chemistry, Physics, Math, Biology or other courses intended for use in the Biology major that are complete at the time of application.

Meeting these minimum requirements will not guarantee admission to the Biology major. Other factors in admission include review of personal statement, space availability in the major, and time to degree set by UW Satisfactory Progress Policy.

- Only declared biology majors are allowed to register for BIOL prefix upper division courses during period one registration.
- Declared majors are added to the **"biostudent" email listserv**; this is the list we send announcements to regarding jobs, internships, volunteer and research opportunities, new or exciting courses, department events, changes in the advising office hours, etc.
- Repeating an Intro Biology Course: Students can repeat an introductory Biology course one time only on the UW Seattle campus. Repeating students will be able to register during period three registration, which is always the first day of the quarter.

- **Graduating Senior Priority:** you can use your GSP registration for 2 quarters- this allows you to register on the first day! You must apply for graduation by the deadline listed in the academic calendar: http://www.washington.edu/students/reg/calendar.html

Resources

- The Dept. of biology has a beautiful **website** with tons of great information, including undergrad research info, policy info, faculty profiles, etc. Check it out at http://depts.washington.edu/biology/
- The Tri-Beta Honor Society offers **free tutoring** for biol courses and genome 371. These volunteer tutors have all been through the intro. courses and genome 371 and they can help you get through it too! More information can be found at http://students.washington.edu/tribeta/
- The **Biology Club** is a fun way to meet other students and they sponsor fun events! Check out the Tri-Beta site for more information.
- The Center for Career Services offers loads of **free services** to students! They can help you: determine your strengths and interests for future career possibilities, research potential careers and salary earnings, learn how to network and find jobs, decide about grad school, write a resume, prepare for interviews, find internships and summer jobs, create a letter of recommendation file (there is a fee for this service). Learn more at careers.washington.edu
- The Undergraduate Research Program can help you find research opportunities. Visit their website at http://www.washington.edu/research/urp/about.html

Advisers:

Janet Germeraad, Director of Academic Services, janetjg@uw.edu
Jason Patterson, Senior Academic Adviser, patterj@uw.edu
Sheryl Medrano, Senior Academic Adviser, smedrano@uw.edu

TRIBETA & BIOLOGY CLUB

BIOLOGY CLUB MEETINGS:

The Biology Club is a fun and interesting way to meet other students. There are bi-weekly meetings throughout the quarter, fieldtrips, volunteer opportunities, and more so be sure to check out the Tri-Beta website, **http://students.washington.edu/tribeta,** for more information and a detailed schedule.

TUTORING:

The Tri-Beta Biological Honor Society offers **free tutoring for the Intro Biology courses** and Genome Sciences 371. These volunteer tutors have all been through the intro biology courses and Genome 371 and they can help you get through it too! More information can be found at **http://students.washington.edu/tribeta/tutoring.html**.

CLUE: ON-CAMPUS STUDY CENTER:

CLUE study center at Mary Gates Hall serves all students in the evening hours. We will do our best to have a Biology 200 tutor available at least twice a week at CLUE. We will post details of the schedule on our website as well as make announcements in class when the schedule becomes available.

MENTORING:

Looking for someone who has navigated the Biology Department and who knows the ropes at UW? Check out the mentoring program offered by Tri-Beta. Each quarter, the program matches new Biology students with upperclassmen already in the Department of Biology. This is a great opportunity for upperclassmen to share their insights on how to make school a little easier to bear, while, for new Biology students, it is a chance to soak up all of the advice that they can get!

Go to mentoring web page, **http://students.washington.edu/tribeta/mentoring.html**, and sign up to be matched with a mentor. We do our best to match you with a mentor of similar biological interests.

LEADERSHIP OPPORTUNITIES:

Looking for leadership experience but don't know where to begin? Start by joining the Biology Club today and then Tri-Beta after you have completed the intro biology series. Once a full member of Tri-Beta, you may run for an officer position. Becoming an officer increases contacts within Biology and other related departments, looks great on a resume, and is a fantastic way to interact with other students, faculty, and staff to help build a stronger biological community.

BIOLOGY T-SHIRTS:

Show that you're a part of the best department on campus and purchase a Biology T-shirt TODAY. The money funds the annual spring BBQ, treats during tutoring sessions, and food at club meetings. Wear your T-shirt the 1st Wednesday of each month, Biology T-shirt Day, and stop by 318 HCK to get your free candy and enter to win a terrific prize!

Sponsored By: **βeta βeta βeta Biological Honor Society (Tri-Beta)**