

BIOLOGY 111 - FUNDAMENTALS OF BOTANY
FALL SEMESTER 2013 - CLASS POLICY
IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND THE CLASS POLICIES

I. GRADES: refer to other side of the syllabus

- A. There is **NO extra credit other than that designated by the instructor and available to the entire class.**
- B. There is **NO grade curve.**

II. POLICIES FOR LECTURE AND LAB:

A. Lecture.

1. **Regularly scheduled exams:** You will need a number 2 pencil and a good eraser. You will need your student ID number. Test sheets will be provided at the back and front of the classroom as you enter. Take alternate seats on test days.
2. **Make-up exams:** Make-up exams are given Tuesday mornings at 7AM in Hesler 330 by appointment (contact Dr. Hughes). You must make up an exam within two weeks. If you fail to come to a scheduled appointment for a makeup exam and have not contacted the instructor, you will lose the opportunity to take the exam. If you fail to take a makeup within two weeks following the exam, you will lose the opportunity to take the exam. Exceptions will be made for serious problems.
3. **Keep your copies of answer sheets and exams.** Grading errors are occasionally made. This allows you to verify your grades. This also allows you to use them to study for the final exam.
4. **Clickers (response card) are required** for this class and can be purchased at the bookstore. Alternate response devices are not allowed because of problems with dropped connections in the classroom. You must register the clicker in Blackboard (Tools→Turning point registration) in order to get credit for in-class clicker quizzes. The class roll for clicker responses is downloaded at 6:30 AM. If you register your clicker after that time, your response will not be recorded under your name and you will lose the points. There is no makeup for clicker quizzes. It is your responsibility to make sure your grades from clickers are being entered properly and to notify the instructor if they are not.

B. Labs.

1. Laboratory attendance is required. **Note: Absences for more than 3 labs = F for the course.** There are NO make-ups for a lab once each week has ended. Students missing labs for legitimate reasons must see their lab instructor as soon as possible. There are no make-ups for lab quizzes except for medical reasons or University excused absences (requires a letter).
2. Bring textbook and lab book to labs.
3. If you cannot attend your lab on a specific week because of some other conflict, you must talk with your lab instructor in order to arrange attending another regular scheduled lab session during that week.
4. **Lab Final: TAs are not required to set up a lab final for a student who missed their regularly scheduled lab final. If you miss your lab final, contact your TA immediately and go to the next scheduled lab final.**

III. ACADEMIC DISHONESTY:

- A. Students found cheating or receiving unauthorized assistance will have their exams or papers confiscated at the time of the infraction; they will be subject to an **"F"** for the course, and the matter will be referred to the Office of Student Conduct for further action. Students should refer to *Hilltopics* (<http://dos.utk.edu/files/HT2011revised.pdf>) page 12 for University policies and procedures.
- B. Please note: Even though you work together in groups for many activities in laboratory and perhaps lecture, you are to complete all lab reports, lecture and lab quizzes and exams on your own. Unauthorized assistance with any written exercise is considered cheating and you are subject to the policies above. Written assignments are to be written by you and in your own words.

IV. YOUR RIGHT TO KNOW:

Tennessee law requires that you are provided notice that some of the laboratory exercises involve contact with chemicals or living organisms which have been identified with potential health hazards. These chemicals include, but are not limited to: acetone, ethyl alcohol, dyes, petroleum ether, acids and bases; living cultures of *E. coli*, *Spirillum volutans*, *Bacillus subtilis*, *Bacillus megaterium*, *Methanomonas methylovara*, *Saccharomyces cerevisiae*, *Rhizopus stolonifer*, *Penicillium* sp., *Aspergillus* sp. While every effort has been made to make the materials as safe as possible, these chemicals are toxic and you must be responsible for their safe handling. If you feel you are at a higher risk than normal because of some medical condition, we recommend that you consult your physician before taking this course.

V. DISABILITY STATEMENT:

If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact the Office of Disability Services at 2227 Dunford Hall at 974-6087. This will ensure that you are properly registered for services. Also, please contact your instructor(s) privately.

VI. Final Exam Schedule for Labs in Hesler 204

Lab Time	Tuesday	Wednesday
9:05 AM-12:05 PM	Section 001 – 41095 Tue Dec. 11, 8:00 – 10:00 AM	Section 004 - 41098 Mon Dec. 10, 12:30 – 2:30 PM
12:20 – 3:20 PM	Section 002 - 41096 Thur Dec. 6, 2:45 – 4:45 PM	No class
3:35 – 6:35 PM	No class	Section 006 - 46924 Thur Dec. 6, 5:00 – 7:00 PM
Exams will not be given before scheduled date – make travel reservations accordingly		

VII. Grades

Lecture Exams + Quizzes = 385 points Exams = 50 points each (Total 250) Daily Quizzes = 135 points maximum
Lab Quizzes + Lab Report + Micro-observatory + Lab Final = 345- points Lab quizzes = 120 pts (best 12/13), Term Project = 85 pts Lab Final = 60 pts, Lab Reports = 60 pts, Plant Sleuth = 20 pts Note 1: Absences for 3 or more labs = F for entire course!! Note 2: term project will require observations once a week for four weeks outside of your scheduled lab time. See lab book Appendix B.
Grade Levels: A=679-730; A - = 657-678; B+=635-656; B=613-634; B - =584-612; C+=562-583; C=540-561; C - =511-539; D+= 489-510; D= 467-488; D - 438-466;F= 0-437 Total Points = 730 points

VIII. Contact Information:

Dr. Hughes – khughes@utk.edu 973-6387 (Lecture)
 Dr. McFarland – kdmcfarl@utk.edu 974-1518 (Lab Supervisor)
 Lab Instructors:
 Marisol Sanchez Garcia- msanche8@utk.edu
 Rebecca Wilson - rwilso45@utk.edu