

BIOLOGY 240 - CLASS POLICIES 2013

I. LECTURE:

a. Text: The required textbook for this course is Griffiths, Wessler, Carroll and Doebley's *Introduction to Genetic Analysis*, Tenth Edition. There is a very helpful, free Web site to accompany the book at <http://courses.bfpub.com/iga10e>. This site (from W.H Freeman) has a wealth of study aids, including self-quizzing to help you practice for exams, animations, flashcards, activities, study ideas, help with math and statistics, and more. Lecture material generally parallels the text. Extra material is occasionally discussed or assigned and you are responsible for all material presented in class and for portions of the text assigned but not covered in class. A copy of the textbook is on reserve in the library.

b. Exams

1. There will be four exams. The fourth exam will be given during finals week. Parts or all of each exam will be multiple choice and will be computer graded; Do all calculations on your test. You will need a soft lead pencil (#2) and an eraser to take each exam. Tests will be posted on the class web site. Answer sheets will be returned to you. Grades will be posted in blackboard approximately 2 days after each exam. **Keep your copies of answer sheets and test.** Grading errors are occasionally made. This allows you to verify your grades.

2. Make-up exams will be given Thursday mornings at 7AM in Hesler 330 by appointment only. Students missing an exam due to a University-sponsored event should provide the Instructor with documentation of the event prior to the scheduled exam.. Make-up exams will differ from the regularly scheduled exam and will be essay and problem oriented, not multiple choice. 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 test.

c. Lecture Clicker points: A student response device (clicker) is required for this class. There will be a number of clicker questions given during each lecture (about 10/chapter or 5/lecture), There are no makeups for clicker quizzes for any reason. A total of about 180 points will be possible however, You may only count a maximum of 140 clicker points towards your grade. The extra 40 points allow you to miss a few classes and points without being penalized.

d Communication: Communication with students about class matters will be during lecture, via Blackboard and by the UTK e-mail system. Check the class web site frequently for announcements. If you e-mail your instructor, please put "Genetics" in the subject line. E-mails without that may be erased as spam

e. Citizenship: Talking in class while the lecture is in progress disturbs the class. If persistent, it may result in penalties or you may be asked to leave the classroom. Please be considerate of your fellow students.

II. DISCUSSION: The goal of discussion is to help with understanding the course material. Discussion will provide practice with required problems, and will delve more deeply into topics covered in lecture.

a. Makeup policy: There are no makeups for missing a discussion or for taking a discussion quiz. If you have a valid, documented excuse, your TA may be able to arrange for you to attend another section during the same week. If that is not possible, you will be given an E (excused absence) and will be given the average of your other discussion grades for the missed class. If you do not have a valid excuse, you will be given a zero.

b. Work policy: You are expected to read the discussion assignment and do the assigned problems before you go to discussion. You may work on assignments in groups but ultimately, the work that you hand in must be your own, written and worked by you alone.

III. ACADEMIC DISHONESTY:

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 for University policies and procedures. It is the student's responsibility to avoid even the appearance of cheating. Cheating or the appearance of cheating will result in one warning followed by an automatic F.

IV. 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.

V. GRADES: There is NO extra credit. There is NO grade curve.

a. Distribution of credit - Total = 600 points

Exams 1-4 (60 points each) = 240 points (40% of your grade)

Clicker quizzes or other assigned points =140 points maximum. You are required to buy a “clicker” (23.3% of your grade)

Discussions: Eleven discussions @ 20 points/each = 220 points (36.6% of your grade). 10 points are for homework. 10 points are for a quiz. (23.3% of your grade)

Grades

A = Exceptional understanding going well beyond material presented in class. An understanding of the material in sufficient depth that the student is able to interpret and solve problems that are not based on memorized repetition of basic material and is able to synthesize information across topics..

B = Exceptional understanding of the material but understanding not in significant depth in some areas. Exceeds expectations

C = Good understanding of the material. Meets class expectations.

D = Gaps in comprehension of the material. Below expectations.

F = Significant lack of understanding of core concepts.

Generally, the top 2% of a grade range will get a plus grade and the bottom 2% will get a minus grade

VI. INSTRUCTORS

Lecture: Dr Karen W. Hughes

Hesler 330

Phone 974-6387 (phone takes messages)

e-mail: khughes@utk.edu

Office Hours: Tuesday 9-11

Teaching Assistants:

Discussion Section Number	Time and day Neyland Biol Annex 114	TA assigned	Contact information	Office Hours
41142	Tuesday 9:40-10:55	Joel Corush		
41143	Tuesday 11:10-12:25			
41144	Tuesday 12:40-1:55			
41145	Thursday 2:10-3:25			
41146	Thursday 3:40-4:55			
41147	Thursday 5:05-6:20			