MISSOURI WESTERN STATE UNIVERSITY
DEPARTMENT OF BIOLOGY
BIO 215 Molecular Cell Biology (4 Credit Hours)
Spring 2008

SPECIFIC COURSE INFORMATION FOR BIO 215
Instructor: Melissa A. F. Daggett, Ph.D.
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Email: daggett@missouriwestern.edu (preferred method of contact)
eInstruction (CPS): Class Key: F35279J536
Scheduled Office Hours: Monday, Wednesday, Friday 10:00 a.m.– Noon
Lecture: MWF 12:00 – 12:50 p.m. Agenstein Hall 205
Laboratory Sections: Tuesday 11:00 – 1:50 a.m.
Thursday 8:00 – 10:50 a.m.
Thursday 2:00 – 4:50 p.m.
FINAL DATE: Wednesday, April 30, 11:30 – 1:20 a.m.
Required Textbooks and Supplies:
CPS (ISBN: 978-1-881483-71-7) older models not acceptable
Essential Cell Biology. 2nd Ed. ISBN: 081533480X
Basic Laboratory Methods for Biotechnology, ISBN: 0137955359
Three ring binder
There will be readings and problems assigned from both texts. At least one copy of each will be placed in room 213. Access to these will depend on room availability.

COURSE INFORMATION
BIO 215 Molecular Cell Biology: Investigates how macromolecules and organelles interact to choreograph cellular functions. Three hours lecture and three hours lab. Prerequisites: BIO 205 with a grade of C or above and credit or concurrent enrollment in CHE 120.

METHODS AND SCHEDULE
This course shall consist of a series of reading assignments, lectures, case studies, class discussion periods, computer exercises, projects, quizzes, exams and laboratory exercises and projects. A variety of multimedia aids will be utilized including slides, videos, and computer simulations. Students will be required to use library and laboratory resources for obtaining journal and newspaper articles and for completing computer Internet assignments. A tentative lecture schedule is given at the end of this syllabus and is subject to change.

EVALUATION
This class includes both lecture and lab concurrently, so points from both lecture and lab portions of the course will be used to calculate the final grade. The term grade will be based on the following (tentative and subject to change):

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam I</td>
<td>10%</td>
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<tr>
<td>Exam II</td>
<td>10%</td>
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<tr>
<td>Exam III</td>
<td>10%</td>
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<tr>
<td>Final</td>
<td>20%</td>
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<tr>
<td>Lecture Quizzes</td>
<td>10 x 10 pts.</td>
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<tr>
<td>Writing Assignments</td>
<td>10 x 10 pts.</td>
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<tr>
<td>Lab Quizzes</td>
<td>10 x 10 pts.</td>
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<tr>
<td>Lab Practical</td>
<td>10 x 10 pts</td>
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<tr>
<td>Presentations</td>
<td>100 pts.</td>
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The above will be graded no stricter than as follows:
A = 90-100%   B = 80-89%   C = 70-79%   D = 60-69%   F = 0-59%
ADDITIONAL COURSE INFORMATION FOR BIO 215

- Attendance: Attendance will be recorded using your CPS responder - therefore you must bring it to every lecture or you may be considered absent.

- Attendance is mandatory: In order to improve student learning and retention and to achieve compliance with federal financial aid policies, Western has implemented a mandatory attendance policy for students in all 100 and 200 level. Instructors are required to monitor and track student attendance. A student will be given an excused absence when acting as an official representative of the university. The student must provide prior written verification signed by the faculty/staff supervisor of the event. (Email notification alone will not be accepted).

- Students are allowed 7 unexcused lecture absences and 1 unexcused lab absence before submission of midterm grades. When a student exceeds the maximum number of unexcused absences, in either lecture or lab, the instructors will report the student to the Registrar’s Office, who will administratively withdraw the student from the course and notify the Financial Aid Office to reduce financial aid as appropriate. If you are not present at the time your instructor takes roll, you may be considered absent for that day.

- Lecture Exams (3 X 100 pts.):
  - Three exams will be given as scheduled on the syllabus and weighted equally.
  - The format of exams will be announced in class. Possible formats include multiple choice, fill in the blank, essays or a combination of these formats. You are required to provide your own #2 pencil for every exam, as well your CPS responder.
  - Exam material will come from lecture, readings, assignments, videos, as well as any discussions that occur during lectures. Note that any information discussed during class may not be addressed in the readings and some of the readings may not be discussed in class.
  - The administering of exams may allow specific teaching methods to enhance learning or allow for supplemental resource materials for students to use during the exam (i.e. peer-instruction, hand-written note cards etc.) The instructions for using these methods and/or resources will be provided in advance.
  - Make-up policy: If an emergency prevents you from taking a scheduled exam you may take a make-up exam during the semester based on the following criteria:
  1. Notify the instructor by voice mail or email (giving your excuse) before the start of the scheduled exam.
  2. Arrange to complete the make-up exam ASAP. (You will not be able to return to lecture before arranging a date and time for the make-up exam. Failure to appear on time for the make-up exam will result in a zero for that exam.
  3. All make-up exams will be different from the regular lecture exam, possibly essay in nature, and may be inherently more difficult than the exam given in class.

- Final Exam: (200 pts.)
  - First part (100 pts.) This part of the final will include questions over any material covered after Exam III.
  - Second part (100 pts.) This is the comprehensive part of the final and may include any information covered during the semester.
  - Make-up policy: Same as for lecture exams.

- Lecture Quizzes (10 x 10 pts.) Lecture quizzes occur as scheduled during the first 10-15 minutes of class. No make-up quizzes will be given.
Writing Assignments (10 x 10 pts.). The instructions for writing assignments will vary significantly and will therefore be made available only at the time of being assigned. Writing assignment will be due at the beginning of class on Mondays, unless otherwise stated. Late assignments will not be accepted. (Assignments may be turned in early or by a fellow classmate.)

Laboratories:
- **Attendance required.** The specific nature, format and requirements for each laboratory will be announced. Some laboratories may require the use of the Internet and completion of laboratory based problem sets.
- **Bound Lab Books Required.** Detailed instructions for organizing your lab book will be provided. Minimal items that will be required include:
  - Every page in the lab book numbered.
  - A Table of Contents at the front of the book (updated on a weekly basis).
  - Every entry must include the date and time.
- Changes to these instructions may occur during the semester to meet the flexible and unavoidable situations that arise during a laboratory. **You** will be required to keep yourself updated on a weekly basis to any changes. Changes will be announced at the beginning of the lab session **and may not be repeated for those who arrive late.**

Laboratory Quizzes (10 x 10 pts.)
- Laboratory quizzes will consist of written questions. You **may** be allowed to use your lab books during these quizzes, however all materials in your lab books must be permanently secured in the book (tape and glue are OK, but **no staples please**) and referred to in the Table of Contents.

Laboratory Practicals (10 x 10 pts.)
- Laboratory practicals include assessments performed in order to demonstrate an individual's level of proficiency in using a specific piece of equipment and/or procedure(s). Multiple practicals may be assessed at one time (i.e. use of the pH meter assessed at the same time as the assessment on making a buffer). Instructions and guidelines for the successful completion of each practical will be provided in advance.

Presentations (100 pts.)
- Poster presentations - Presentations given by laboratory research groups. Specific instructions and guidelines will be provided in advance.
- PowerPoint presentations - Presentations given by individual students during a specific laboratory period. Specific instructions and guidelines will be provided in advance.

Students with Disabilities
- Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.
- It will be to the advantage of students with disabilities requiring special accommodation to contact the Special Need Coordinator at least two months before enrollment. The Special Needs Office is located in S5/C 202B. The coordinator will explain services to the student and assist the student with any school related problems that might be encountered. The number is 816-271-4330.
Academic Honesty Policy

- Academic Honesty Policy and Due Process: Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another’s work, falsifying documents or academic records, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student’s grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

- Violations of Academic Honesty: Violations of academic honesty include, but are not limited to, the following activities:
  1. Copying another person’s work and claiming it as your own;
  2. Using the work of a group of students when the assignment requires individual work;
  3. Looking at or attempting to look at an examination before it is administered;
  4. Using materials during an examination that are not permitted;
  5. Allowing another student to take your exam for you;
  6. Intentionally impeding the academic work of others;
  7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
  8. Using any electronic device to improperly store information for an exam;
  9. Knowingly furnishing false information to the University or its representatives.
  10. Assisting other students in any of the acts listed above.

- Definition of Plagiarism: Plagiarism is a specific kind of academic dishonesty in which you take another’s ideas or words and claim them as your own. When you draw on someone else’s work, you must indicate the source of that material, whether you are repeating another’s words, argument or thought. Even if you paraphrase another’s work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.

Last bit of Information

- Preface to Lecture:
  This course has two major avenues for evaluating student understanding and performance. The first is through a traditional lecture format. This portion requires the following from the student
  1. Preparation - complete all assigned reading and writing assignments
  2. Regular attendance - attend every lecture
  3. Active participation - every student is expected to take notes during lecture, in addition to the notes provided by the instructor. Any student sleeping during class may be asked to leave.
  4. Reflective study - a thorough understanding of the course material may require up to 3-5 hours of study time for every 50 minutes spent in lecture depending on an individuals background. (This means 9 - 15 hours per week study time.)
  Evaluation of understanding will be in the form of exams, quizzes and other assignments.

- Preface to Laboratory:
  The second avenue is the laboratory and other applied learning opportunities. These include laboratory modules, quizzes, and two types of presentation. These are intended to be more “skill” related activities. Evaluations of these therefore are based more on participation, quality of work and attitude. I do expect a positive attitude in the performance of these activities. Anyone displaying what I feel is a negative attitude and /or negative influence on the quality of experience for others in the lab will be ask to leave and points will be deducted.