

INTRODUCTION

For most students in General Biology, this will be your first college science course, and we would like you to understand the basic philosophy of the course and the roles played by the various staff members. This course, along with General Biology 102 which is offered in the spring semester, is intended for students majoring in the biological sciences or pharmacy, and for students who intend to attend a professional school in the sciences. To ensure that you have the appropriate background for this course, we require that you also be coregistered in English 350:101 (or a higher level English course) and eligible for Mathematics 640:111 (or a higher level mathematics course) or have successfully completed these courses, or courses at a higher level, before registering for General Biology 119:101. We assume that students enrolled in this course have successfully completed a course in Chemistry in high school. Many students mistakenly think that the name "General Biology" means that we will not cover much detail about each topic. The word "General" in the course title means that this course is designed to prepare you for upper level biology courses in a wide range of topics. You may find that this course covers far more on each topic, and in greater depth, than the biology courses you took in high school, including honors and AP courses. The amount of material we cover is based on what you will need to know to succeed in a higher level course. Many students mistakenly believe that this course is designed to "weed out" potential majors; on the contrary, all biology-related programs welcome majors. However, biology is a demanding field, and unless you can master the material in this course, you will not be ready to go on to higher level courses. We do not recommend this course to satisfy a "natural sciences" distribution for non-science majors. There are a number of courses designed to fill a science requirement for non-majors; our advising staff will be happy to discuss whether it is appropriate for you to take this course.

General Biology is organized into a lecture and a laboratory part so that you will learn both the theoretical and the practical side of biology. Dr. Diana Martin, the Director of General Biology, coordinates the lectures and laboratories on the various campuses where General Biology is taught, and will be able to assist you if you have an exam conflict, are ill for an extended period or have problems in the laboratory you cannot resolve with your laboratory instructor. You may contact Dr. Martin by calling the General Biology Office or by seeing her in person during her administrative office hours (to be announced). The lecturers are all faculty members who are knowledgeable in the fields they will be lecturing on. All of your lecturers will announce times when they hold office hours or review sessions; you should take advantage of these if you have questions about the lecture material. The laboratory sections are taught by instructors who are either graduate students studying for advanced degrees in various fields in the biological sciences or already have a graduate degree. Your lab instructor is trained to guide you in performing the laboratory exercises, and in relating this material to what you are learning in lecture. Your lab instructor will also be assigning and grading homework, quizzes and reports which will make up a substantial part of your grade. You should feel free to discuss any problems you are having in the laboratory with your instructor. You should realize that lab instructors are given guidelines for writing and grading lab assignments, so that your grade in this course will not be affected by lab instructors who grade more or less strictly. Your final grade in this course will be assigned by the Director of General Biology in consultation with the laboratory instructors and lecturers.

Dr. Diana Martin & the General Biology Faculty and Staff

**General Biology Office (Dr. Diana Martin, Director; Ms. Kathy Agnese, Secretary)
Ms. Agnese and Dr. Martin do not communicate with students by e-mail**

Douglass Biology 106, open 9:00 - 11:15 am, 932-9368

Doolittle 127 (Busch), open 1:00 - 4:45 pm, 445-0778

General Biology Home Page: <http://mslc.rutgers.edu/Genbio/>

The Virtual Biology Laboratory: http://bio.rutgers.edu/~gb101/virtuallabs_101.html

**OFFICIAL COURSE POLICY AND STUDENT HANDBOOK
GENERAL BIOLOGY 119:101 ALL SECTIONS**

1. Students enrolled in General Biology must also be coregistered in English 350:101 (or higher) and eligible for Mathematics 640:111 (or higher) or have successfully completed these courses, or courses at a higher level, before registering for General Biology 119:101. **Students who do not meet these requirements will be deregistered.** If you have special circumstances you must have your academic advisor contact the General Biology Office immediately.
2. Students are expected to attend all scheduled meetings of their respective lecture and laboratory sections and to arrive on time and remain for the entire period. Attendance will be taken at each laboratory section and may be taken at lecture. Failure to attend regularly will jeopardize your grade. **Students are expected not to talk during lecture (unless they raise their hand to ask the lecturer a question or are responding to a question asked by the lecturer) and all cell phones, beepers, etc. must be turned off.** Use of laptops is permitted in lecture as long as you do not use it in a way that will distract others. Students are responsible for all material covered in lectures and lab. This includes the announcements that are made at the beginning and end, as well as course content. Students may not attend a laboratory section other than their assigned section without prior approval. Students who attend a laboratory section for which they are not registered will not receive credit for work completed in that section.
3. The following materials are required:

Text - *Biology*, 8th ed.; Solomon, Berg, and Martin ISBN 9780495481133 (\$202.85) - you will use both volumes in both 101 and 102

Laboratory Manual Fall 2009 The manual is designed to fit in a 3-ring binder. Labs begin the week of Sept. 14. Labs 1 and 2 are included in the course packet. You will be given the rest of the manual when you attend Lab 2. The University will bill you for the cost of your lab manual

Splash-proof laboratory safety goggles (like those required for Chemistry lab - \$4.98)

Proper lab attire See Rules for Laboratory Safety. Students who arrive improperly dressed for lab will be sent away and will lose all credit for that lab even if they make it up.

The following **optional** materials may be helpful:

Study Guide to Accompany Biology 8th ed.; Daniel, Daniel, and Taylor 9780495114154 (\$63)

A Photographic Atlas for the Biology Laboratory; Van De Graff and Crawley
9780895828033 (\$35.95)

Dictionary of Word Roots and Combining Forms, Donald Borror 9780874840537 (\$19.35)

The text book and optional materials are available in all campus bookstores.

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4. Grades will be based on the following distribution of points:

Hour Exam I	150
Hour Exam II	150
Final Exam (Comprehensive)	300
Laboratory	<u>330</u> (distribution of points listed in Lab Policy)
Total	930

5. Students will be given a formal warning if their progress in the course is unsatisfactory and they are in jeopardy of failing. These warnings (for both lecture and lab) will be posted with the grades for Hour Exam I.
6. Point grades will be given for all tests and the approximate letter grade equivalents will be posted. Study sheets, lab quizzes, homework, and lab reports are not curved (90-100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D). At the end of the semester, a final letter grade will be assigned taking into consideration the accumulated laboratory points and the letter grade distributions that have previously been assigned for the lecture exams and the lab practical.
7. Final grades in the course are assigned by the Director of General Biology in consultation with the lab instructors and lecturers. In order to pass this course a student must satisfy all of the following three conditions:
- Accumulate a certain number of total points; and
 - Pass at least one of the three common exams (Hourly I, Hourly II, or Final); and
 - Pass lab (i.e. accumulate 60% or more of the possible points in lab, not including the Practical exam).
8. All students are expected to take the Common Hour exams at **3:00 - 4:20 pm on Sun Oct 11 and Sun Nov. 8**. It is your responsibility to know your room assignment, which will be announced in lab and posted in the halls outside the laboratories prior to each exam. Since many courses schedule exams at about the same time, please note that you may not reschedule the exam because you have more than one exam the same day or week. If an hourly exam is missed, a grade of zero will be assigned unless a valid written excuse is presented to the Director of General Biology. Any student with a legitimate conflict for the scheduled exam time (conflict with a regularly scheduled class, athletic participation, religious observance, etc.) must call the General Biology Office at least one week in advance of the scheduled exam. Students will not be excused from an exam for health reasons except in the case of a serious illness verified by a medical doctor. Absences can only be approved or excused by the Director regardless of which faculty member is lecturing at the time. If you miss an hour exam because of illness you must call the General Biology Office yourself within 24 hours of the scheduled exam time in addition to having the Dean's Office notify us. A grade of zero will be given to any student who misses the exam and fails to provide notification within 24 hours. Makeup exams will be given no later than the week following the scheduled exam.

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9. Grades for Hour Exams will be posted by your student number at **sas.rutgers.edu**. Answer sheets and test booklets will be returned in lab. If a mathematical error or machine grading error has been made, the error must be reported to the Director of General Biology within one week after the exams were returned in your lab section. Only errors in machine grading or addition will be corrected; no credit will be given for improperly filled out answer sheets, or student errors in transferring answers to the answer sheet. If a student questions the correct answer for a particular test question, he/she should return the exam to the Director of General Biology with a statement in writing justifying the claim to additional credit within one week of the return of the exam to the student's lab section. Statements signed by more than one student will not be accepted. At this point, the whole exam will be re-graded. No changes will be considered after this time.
10. Make-up labs are scheduled only on **Monday afternoons (2:15 - 5:15 pm) in the Douglass Biology Building** and **Monday evenings (6:40 - 9:30 pm) in the Doolittle Building on Busch Campus**, and only for the previous week's laboratory exercise. A missed lab can only be made up by permission. See the Laboratory Policy, page 12, for information.
11. All students **MUST** take the final lab practical with their regular section during the week of **Nov 30 - Dec 4**. Only students who are seriously ill (with written doctor's excuse), or have another serious conflict recognized by the University, will be permitted to change the time of the lab exam. To do so, you must call the General Biology Office to arrange to take the exam with another lab section during the week of Nov. 30 - Dec 4..
12. The final exam is comprehensive. Only students with a conflict (as defined by University policy) or who are seriously ill (doctor's excuse required) will be allowed to take a make-up exam. If you have a conflict that can reasonably be anticipated in advance (such as a conflict with religious observance), you must notify the Director of General Biology by calling the General Biology Office and receiving permission at least two weeks before the exam is missed. All conflict and make-up exams will be given before the end of the exam period. The final exam is scheduled for **Sat. Dec. 19, 1 - 4 pm**. It is your responsibility to know your room assignment, which will be announced in lab and posted in the halls outside the laboratories prior to the final exam. We **CANNOT** allow you to take the final exam early, so make your travel arrangements accordingly.
13. Final exam and course grades will be posted no later than **Tues Dec 22 at 12:00 noon** at the SAS Gradebook site (**sas.rutgers.edu**). If you do not have computer access, you may leave a stamped, self-addressed envelope (not a postcard) at the Douglass Biology Office or the Busch General Biology Office. The General Biology Office and the Division of Life Sciences Office will not give out grades over the phone or by e-mail for any reason. In accordance with University Policy, final exams and final lab practicals are not returned to the students. Directions for reviewing your final, if you wish to do so, will be posted with the final grades.
14. In no case will students be allowed to take a retest for any exam in this course. In no case will any examination grade be dropped. Any student who feels that extenuating physical or personal problems

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may affect their performance on an exam, and wishes to have this fact known to the General Biology Staff, must have the problem documented in writing through the Dean of Students office on or before the day of the exam. Any consideration given to these factors is at the discretion of the Director of General Biology; no consideration will be given to any circumstance not documented at the time of the exam.

15. It is your responsibility to arrange to make up any missed exams, quizzes or other work within the prescribed period given in the course or lab policies. If you leave a message and no one returns your call, it is your responsibility to call again. The General Biology Staff will not take responsibility for making arrangements for you. Do not attempt to send an e-mail to Ms. Agnese or Dr. Martin - it will not be received.
16. Except in the event that the University officially closes, we anticipate that all lectures, laboratory sections and exams will be held as scheduled. If the University cancels classes for any reason, all students will be required to make up the missed lectures and laboratory sessions. You should immediately begin checking for e-mail messages from your Lab Instructor regarding make-up times. If you do not receive such a message, contact the General Biology Office. If possible, information will also be posted on the General Biology Home Page.
17. Students must read and adhere to the Rutgers University Policy on Academic Integrity (see student handbook or obtain a copy from your dean's office). Any violation of academic integrity standards will be reported to the Office of Student Judicial Affairs. No notes or other reference material may be used during any exam or quiz in this course. **Students may not give or receive assistance of any type** during any quiz or examination, or for any written work. You are forewarned to be extremely careful in your actions, as any communication among students during any type of test in General Biology is regarded as cheating, as is possession of any type of electronic device. This prohibition includes, but is not limited to, calculators, computers, cell phones, pagers, PDAs, recorders, CD/MP3 players, iPods, BlackBerries, Kindles, cameras, watches with capabilities beyond telling time, etc. All work turned in, including homework, take-home quizzes, study questions, and lab assignments, MUST be entirely the student's own work, done entirely this semester. Under special circumstances there may be class discussion of results, but students are to prepare their own reports and homework without written or verbal assistance from other students and without reference to another student's written work or computer files. Lab partners may not write reports together, even if each partner changes the original. If you consult, quote or refer to any published work or the written or verbal opinion of another individual, it must be correctly cited, as explained in the Laboratory Manual. You may not under any circumstances consult a lab report from this year or a previous year, or General Biology 101 Laboratory Manual or grading rubric from a previous semester, even if you own it. All work turned in must be the original handwritten, typed, or printed copy; no xeroxed work will be accepted. We strongly recommend that students keep a rough draft or copy of all work turned in, especially lab reports.

You should also be aware that the Health Professions Office has received the following correspondence from the American Medical College Application Service (AMCAS): "our rules state if you were ever the

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recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt your enrollment or require you to withdraw [the student] must answer 'yes' even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition. If your response is 'yes' and additional information is needed, medical schools may require you to complete a Personal Statement Regarding Unacceptable Academic Performance or Conduct Violation. The school will send this form to the student after receiving his/her processed AMCAS application. Failure to return the completed form to the admissions committee by the stated deadline may render you ineligible for consideration."

18. Because of the large number of students in this course, faculty lecturers will not write individual letters of recommendation. You may, however, request such a letter from your Lab Instructor. The Health Professions Office provides General Biology Lab Instructors special training in how to properly write a letter of recommendation. If you wish to have a letter of recommendation from your Laboratory Instructor, you must make the request early in the semester.
19. Any student who has a physical disability or diagnosed learning disability is urged to notify the Director of General Biology at the beginning of the semester. You should do this even if you are still in the process of obtaining appropriate documentation. The General Biology Staff will make every effort to provide whatever accommodations or additional services are necessary to support a successful learning environment in this course.
20. University Policy states that "Students are advised to provide timely notification to instructors about necessary absences for religious observances." Check your calendar to determine if there are any times during the semester when you will be refraining from secular activities, in observance of one or more religious holidays. If any of these will interfere with your attendance at lab or at an exam, you must inform your Lab Instructor when you attend Lab 1. Fill in both copies of the form on the following two pages, and turn them in to your lab instructor. It is also your responsibility to contact Kathy Agnese, the General Biology secretary, at least one week in advance to make arrangements for makeups. If you fail to do so, we are not responsible for any points you may lose.
21. If you have a problem with regard to General Biology, do not hesitate to ask a member of the staff for help. Problems in the laboratory should first be discussed with your laboratory instructor; if your laboratory instructor cannot resolve the problem, you should call the General Biology Office. Specific questions on lecture material should be directed to the lecturer. Additional help, including review questions, tutoring, workshops and review sessions will be available at the Math and Science Learning Centers. Times and locations will be posted in the halls outside of the laboratory rooms and General Biology Offices. Other problems or questions should be discussed with the Director of General Biology.

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LAB INSTRUCTOR'S COPY

General Biology 101 - Fall 2009

Notice of Expected Absence Due to Religious Observance

To be turned in to Lab Instructor at the first lab meeting

Print Name _____

Signature _____

Section _____

I plan to observe the following religious holiday(s) that will conflict with my attendance at a lecture exam or at General Biology Lab.

I RECOGNIZE THAT IS MY RESPONSIBILITY TO CONTACT KATHY AGNESE AT LEAST ONE WEEK IN ADVANCE TO MAKE ARRANGEMENTS FOR MAKEUPS.

Religious Holiday

Date(s) - state if absence will affect lab, a lecture exam, or both

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OFFICE COPY (KATHY AGNESE)

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Notice of Expected Absence Due to Religious Observance

To be turned in to Lab Instructor at the first lab meeting

Print Name _____

Signature _____

Section _____

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I RECOGNIZE THAT IS MY RESPONSIBILITY TO CONTACT KATHY AGNESE AT LEAST ONE WEEK IN ADVANCE TO MAKE ARRANGEMENTS FOR MAKEUPS.

Religious Holiday	Date(s) - state if absence will affect lab, a lecture exam, or both
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HELP! HELP! HELP!*****THE VIRTUAL BIOLOGY LABORATORY *****

This internet-based program includes self-contained exercises designed to demonstrate fundamental concepts and techniques through text, video clips, simulation and animations. The virtual laboratories augment the real laboratory experience and allow you to explore assigned laboratory experiments on-line. You should be aware that the Virtual Lab is housed on a small server and cannot accommodate a large number of students at one time. Please be forewarned that it is especially likely to crash when many students log on during the week of lab practicals. Note: Information in the lab manual, textbook, and lecture takes precedence over the Virtual Lab if there is any discrepancy. http://bio.rutgers.edu/~gb101/virtuallabs_101.html

The MSLC, LRC, and other sources of HELP!

Your first choice for help in any course should be your Lecturer or Laboratory Instructor, especially if you have questions about the course material. However, many supplementary materials and sources of help are available at Rutgers and you should take advantage of them. Your primary source of help for General Biology is the **Math & Science Learning Center**, located on Busch Campus (Allison Road Classroom Building, 3rd floor) and Douglass Campus (third floor of the Chemistry Building). Every Laboratory Instructor will hold a weekly office hour at the MSLC on the campus where they teach. Lecture outlines, sample questions and other material related to lecture will be placed on reserve there. Microscope slides and other lab materials are available for study outside of lab. New materials are always being added. The MSLC also has course materials for many courses in Chemistry, Physics, Mathematics and Engineering. The MSLC also provides study areas, computer labs, display materials and hands-on demonstrations in physics and biology, and a friendly place to meet other students in the sciences. The **Learning Resource Centers** are located on College Avenue, Livingston, and on Cook at Loree Hall. The LRCs provide peer tutoring in a number of subjects, as well as assistance with study skills. The LRCs also have copies of reserve materials for many courses. More information on available help will be posted in the lecture and lab areas. Assistance at the MSLC and LRC is available to all students free of charge. There are also many other forms of assistance available through the colleges and special programs. The General Biology Staff will be glad to help you find the help you need. <http://mslc.rutgers.edu/>

Biology 8e Student Companion Site. Contains many kinds of help, keyed to your textbook, including tutorials, quizzes, and chapter-related Internet links. You can access this site directly: http://www.brookscole.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780495107057&discipline_number=22
You can also go to <http://www.brookscole.com/>, type in the keyword Solomon, follow the link to *Solomon 8e*, and click on the Student Companion Site.

Notetaking “Services” - paid or “free” online

In accordance with resolutions adopted by the faculty governing bodies of Rutgers University, all students should be aware that the lectures presented by a faculty member are the intellectual property of that faculty member. The General Biology faculty are of the strong opinion that regular class attendance and careful note-taking are an essential part of the educational process at the college level. Furthermore, notetaking agencies have been known to provide incorrect information, for which they accept no responsibility. For these reasons, no agency or person (student or non-student) has been or will be granted permission to sell General Biology class notes, lecture outlines, exams, or syllabi or to provide them online. This policy does not preclude informal sharing of notes among students and does not apply to note takers hired to provide University sanctioned tutoring or to assist disabled students.

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LABORATORY POLICY FOR GENERAL BIOLOGY 101

Please fill in the following information during your first lab period:

SECTION _____ LAB INSTRUCTOR _____

E-MAIL _____ (messages from any address other than this may be invalid)

OFFICE HOUR _____ LOCATION _____

QUIZ DATES: QUIZ 1 _____; QUIZ 2 _____; QUIZ 3 _____
(Quizzes 1 and 2 are written quizzes; Quiz 3 is a practical quiz)**LAB REPORT SCHEDULE:**

Report 1 due _____ (at the beginning of the lab period)

Graded report 1 returned to students _____ (it is your responsibility to arrange to pick up your report if you miss lab on this day)

Resubmitted report due _____ (at the beginning of the lab period)

Preparation for lab:

- You must read the appropriate section in your lab manual and/or handouts prior to coming to lab each week. Answer the study questions.
- All students are required to have a Laboratory Manual for Fall 2009
- Bring your lab manual, your text (Solomon et al.), a looseleaf notebook or folder containing unlined white paper, and a #2 pencil to lab with you every week. Colored pencils will be useful for labs 2, 6, 7, 8, 9, and 10/11. A calculator will be useful in lab 10/11.
- Students who arrive improperly dressed for lab will be sent away and will lose all credit for the lab even if they make it up. For safety reasons, bare midriffs, shorts, short skirts, open-toed shoes or sandals/flipflops are prohibited in the laboratory. Do not wear your best clothes to lab, especially those labs involving chemicals. Those who wear soft contact lenses should wear glasses to lab on days when you do experimental labs (soft lenses are permeable to many chemicals). Remember to bring splash-proof safety goggles on the days when they are required.
- All assignments done outside of class must be typed. Spelling counts, and any written work, including quizzes and in-class assignments, deemed illegible or improperly prepared (in the opinion of your lab instructor) will be returned ungraded and assigned a grade of zero. There will be no opportunity to re-do such work.

Grading: Lab points will be distributed as follows:

Major quizzes	3 @ 20, 15, 20	55
Weekly study sheet quizzes		65
Lab report (Enzymes)		20
Resubmitted report		20
Homework, Drawings or Questions from manual:		50
Lab practical		<u>120</u>
Total		330

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Quiz and Homework Policy:

- a) You will have a 5 minute quiz based on the study questions for that week at the beginning of each lab. For three labs, the study question quiz will be followed immediately by a major quiz covering designated previous labs; each major quiz will last 20-30 minutes. Reminder: spelling counts, and you will receive no credit for answers that are hard to read.
- b) If you are late for lab, you will not be given extra time to take the quiz (or quizzes). Late buses, traffic jams, malfunctioning alarm clocks and the like are never accepted as excuses for tardiness or for missing lab. If you miss a quiz you will be assigned a grade of zero unless a valid written excuse is presented to your Lab Instructor; you must make up the quiz within one week of the scheduled quiz if your Lab Instructor agrees that the reason was valid. It is your responsibility to contact your Lab Instructor and set up a make-up within one week. Except in exceptional cases, only one quiz may be made up; other missed quizzes will be counted as zeros.
- c) Reports and homework. Students are expected to turn homework assignments and lab reports in on time (hard copy only - we never accept work by e-mail!) These are due at the beginning of your scheduled lab period, even if you have a good excuse for missing lab. Late work will be accepted if and only if a student has proper documentation of a very serious circumstance of extended duration. If you need to turn in an assignment to someone other than your lab instructor, it should be handed in to the General Biology Office on the campus where you attend lab; the person in the office (either the General Biology Secretary or a Lab Operations Coordinator) will log in the date and time, give you a receipt, and give your work to your Laboratory Instructor. Do not give your work to anyone who cannot provide you with a receipt. Work slipped under the office door will not be accepted! Computer crashes, and the like are never accepted as excuses. No e-mailed or xeroxed lab reports or homework will be accepted. You should keep a copy or a rough draft of all lab reports. No work will be accepted for a lab you did not attend (and you will be reported for academic dishonesty if you attempt to submit such work).

Report 1: To be accepted, all reports must be typed, double-spaced, single-sided, using a 12 point font, white paper, black ink, and 1 inch margins; Times New Roman (or an equivalent font) should be used. Do not use all caps! Number pages consecutively and attach your original data sheets from the experiments you are reporting on. Sign and attach the standard cover page that your Lab Instructor will give you. Your Lab Instructor may announce additional standards when assigning the report. Make a checklist to be sure that you are not missing anything. Your report is due at the beginning of your lab period. Late reports, as well as reports that do not meet ALL standards, will be returned ungraded, and will receive a score of zero. Illness is not considered an excuse for a late lab report unless the illness or equally serious problem is of extended duration (more than one week). An official letter from the Dean of Students certifying the relevant dates and requesting a specific grace period will be required.

Report 2 (resubmitted report): If you miss lab on the date that Report 1 is returned to the students (even with a “good excuse”), it is your responsibility to contact your Lab Instructor and make arrangements to obtain your graded report. You will not be given extra time to submit Report 2. Resubmitted reports are never accepted late even with a “good excuse.” The resubmitted report must be “ready to grade” and include: (1) your complete original graded report (2) the grading rubric, and (3) your revised report, with all changes in bold. Your resubmitted report will not be accepted if any of these is missing and you will not be permitted to submit the missing items at a later time. If you do not resubmit your report, your

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grade for Report 1 will simply be counted a second time.

- d) Drawings and class assignments. These will be handed in at the end of the lab in which they are assigned; if you leave lab early they will not be accepted. Drawings will be graded on neatness, accuracy and usefulness. They are for your benefit, as they will be your best study guide for quizzes and the practical, so put some effort into them.
- e) Quizzes, homework and drawings will be returned to you within one week. Your Lab Instructor will inform you about the date your graded lab report will be returned (see page 10). No letter grades will be assigned to quizzes, homework, drawings or lab reports. Your Lab Instructor follows strict grading guidelines. If you disagree with your Lab Instructor's grading, you must state your case in writing (individually, no petitions!). At that point the entire assignment or quiz will be re-graded.
- f) No extra credit work will be given; students will not be allowed to retake any quiz or rewrite any assignment.
- g) All students must read and adhere to the Rutgers University Policy on Academic Integrity. All work turned in, including homework, take-home quizzes and lab assignments, must be your own work, done entirely this semester. Under special circumstances there may be class discussion of results, but you are to prepare your own reports and homework (see Course Policy).

Attendance: Attendance is mandatory, and records will be kept. You are expected to arrive on time and remain for the entire lab period, so schedule your other classes accordingly. Your Laboratory Instructor is not authorized to dismiss your class early. If you choose to leave lab before the class has been dismissed or fail to participate in collaborative learning activities, you will lose all credit for that lab. All cell phones, pagers, iPods/MP3 players etc, laptop computers, cameras, etc. must be turned off and put away. Your lab instructor may give you permission to leave lab briefly to use the restroom or get a drink of water, but not to "take a break," smoke, chat, use your cell phone, etc. You will be excused from attending all or part of your regular lab only in the case of documented illness, death in your immediate family, if you are an athlete attending an out of town game, or if you are observing a religious holiday and have informed us in advance by turning in the required form included in this Course Policy. Note: University rules specify that regularly scheduled classes take precedence over common hour exams. Therefore, you may not miss lab because you have a common hour exam in another course. Instead, it is your responsibility to arrange with the instructor of that course to give you a conflict exam., keeping in mind that instructors have very strict deadlines for making such arrangements. Even if you miss lab for a good reason, you are still responsible for making it up, and arranging for the make-up as specified below. Even if you have a valid excuse, we will not accept lab reports or other assignments for any laboratory unless you actually attended and participated in the lab exercise (and you will be reported for academic dishonesty if you attempt to hand in such an assignment). If you miss lab without a valid excuse you will not receive credit for that lab even if you attend make-up lab and hand in the work.

Make-up Lab: If you must miss your regularly scheduled lab for a good reason (see above) there are two ways you can make up the missed work. If you know in advance that you will miss lab, you may be able to attend another lab section. You may only do this if the General Biology Secretary arranges it with the instructor who teaches the lab you will attend; you cannot simply go to any lab section you choose. Otherwise, you can attend

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make-up lab. Make-up labs are held on **Monday at 2:15 - 5:15 pm at the Douglass Biology Building** and **Monday 6:40 - 9:30 pm at Doolittle (Busch Campus)**, and will be for the previous week's lab **only**. You may attend either section regardless of where you normally take lab. In order to attend make-up lab you must fill out the make-up lab form **before 11:00 am on Monday**; these forms are available at the Douglass Biology Building Room 106, Douglass Campus and Room 127 Doolittle, Busch Campus. You must fill in all information requested and attach written documentation as to why you missed the lab, if applicable. If you cannot get to one of these locations easily, you may call the General Biology Office before 11:00 am Monday to sign up for make-up lab. If you leave a message on the answering machine you must spell your name, and leave your phone number, section number, Laboratory Instructor's name, and the time you will take make-up lab. If you signed up by phone, you must bring your written excuse with you when you attend make-up lab. Please note that you may not attend more than two make-up labs during the semester, even if you have a valid reason, unless you have the permission of the Director of General Biology.

Review Lab You may use the Virtual Biology Laboratory and review microscope slides at the MSLC throughout the semester. During Review Week (**Nov. 30 - Dec 4**) all materials you have studied during the semester will be available to study for the final practical during your regular lab period only. You must bring your student ID because you will need to leave it with the Lab Instructor in charge when you check out slides. Attendance at review lab is very strongly encouraged, but is not mandatory. You would be very unwise to skip Review Lab and rely on the Virtual Lab instead, because (1) you will have to answer questions about the actual specimens on the practical and (2) the Virtual Lab can be unreliable and likely to crash. There will be no Monday makeup lab for Review Lab. If you miss your regular lab, and have a good excuse, you may call the General Biology Secretary and arrange to attend a different lab later in the week.

Microscopes:

- a) You will be assigned a microscope for use in lab. Please use the same microscope every week and return it to its proper place in the cabinet.
- b) Always store compound microscopes with the low power objective in the down position.
- c) Make sure you have removed slides from the stage before you return the microscope to the cabinet.
- d) Microscopes are NEVER to be removed from the lab or moved to another position!
- e) Damaged or faulty microscopes are to be reported immediately. Students will not be charged or penalized for damage so long as they report it.

Other:

Any willful damage to University property will be regarded as vandalism and will be reported to the University Police.

Any unauthorized use or attempt to tamper with the lab computers in any way will be regarded as a serious violation of academic integrity and reported to your dean.

Neatness counts! Return all materials to their proper places at the end of lab. Report broken slides or damaged equipment immediately. All slides, glassware and other equipment should be cleaned before being returned. You are responsible for making sure that the bench where you were working is clean, and that no materials are left there.

Please feel free to discuss any problems you are having in lab or lecture with your Laboratory Instructor. Remember, your Laboratory Instructor is there to help you!

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RULES FOR LABORATORY SAFETY

All students must follow appropriate safety precautions in the laboratory. The first step in laboratory safety is to know what procedures you will be following, which chemicals you will be handling, and to review safe handling procedures before lab. The following rules were developed in consultation with Karen Falkenhagen, Health and Safety Specialist, Rutgers Environmental Health and Safety (REHS).

1. Students who arrive improperly dressed for lab will be sent away and will lose all credit for the lab even if they make it up. Proper clothes are required to protect the body against chemical spills, dropped objects, etc. This prohibits the wearing of bare midriffs, shorts, short skirts, open-toed shoes or sandals/flipflops in the laboratory. Use of rollerblades, scooters, hee-lies, bikes, etc. is not permitted anywhere inside the lab building. There are bike racks for your use in front of the Douglass Bio Building and the Life Sciences Building next to Doolittle. Your Lab Instructor will show you where you can keep your helmet during lab.
2. Report all accidents and unsafe conditions immediately to your Laboratory Instructor
3. Know the location of the laboratory and building exits.
4. Know the location and use of the safety showers and eyewash stations. If a chemical is splashed in the eyes or on the skin, immediately flush the affected area(s) with water for at least 30 minutes and remove contaminated clothing.
5. Know the location and use of fire extinguishers. Employees and students are not expected to use fire extinguishers to fight fires nor are they trained in their use due to the danger to their personal safety that would result from attempting to extinguish a fire. The fire extinguishers should only be used to clear a path out of the building if you become trapped during a fire.
6. Know the location of the nearest phone and fire alarm pull station which can be used in an emergency. REPORT EMERGENCIES BY DIALING UNIVERSITY POLICE AT **6-911** FROM A UNIVERSITY PHONE.
7. Know the potential hazards of the materials that you will use. Copies of Material Safety Data Sheets (MSDS) may be found in Biology 107 (DC) and Doolittle 132 (BC). All chemicals used in General Biology 101 are listed in Appendix C, along with their Chemical Abstract Service (CAS) number. MSDS can be found and reviewed by students at <http://rehs.rutgers.edu/msdslinks2.html> accessed by either the chemical name or the CAS number.
8. Treat all sharp objects with exceptional caution. Report any blood spill (even if minor) to your lab instructor immediately. Your lab instructor will arrange for cleanup according to the instructions posted in each laboratory.

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General Biology 101
Laboratory Safety Rules – p. 2

9. Follow written protocols, procedures, and instructions. Perform only authorized work. If there are questions, ask your laboratory instructor. Follow the specific handling instructions for each chemical outlined in your lab manual; your laboratory instructor will also review these at the beginning of every lab.

10. Wear eye protection in the laboratory when instructed to do so. Splash-proof safety goggles are required when transferring potentially dangerous solutions (e. g., pH <5 or >8). These steps are indicated in the lab manual by a “goggles” icon. You must bring your own goggles.

11. Do not eat, drink, smoke, chew gum, use any type of tobacco product, or apply cosmetics in the laboratory. As a reminder, you may not leave lab to smoke during your lab period – you are here to learn!

12. Confine long hair and remove or secure ties, other articles of clothing or jewelry in the laboratory.

13. Do not pipette by mouth. In *General Biology 101*, you will only transfer liquids with disposable 1 mL pipettes with attached bulbs, or syringes. In advanced labs, use only mechanical pipetting devices.

14. Wash hands frequently when handling chemicals and before leaving the laboratory. Remove all protective gear, such as gloves (in *General Biology 102*), prior to leaving the laboratory. Only non-latex gloves may be used in the General Biology laboratory.

15. Do not play in the laboratory. Any “horseplay” among students will result in their immediate dismissal from the laboratory with no credit for that lab. Continued disregard for lab safety will be reported to the Dean of Students.

16. Observe all rules and ensure that they are enforced.

General Biology 101-102 are designed for individuals who are planning to be professional biologists, or people who need this background for another profession. The habits you develop now will be important throughout your career. Therefore, learn how to behave in a laboratory – safely!

Your Personal Safety - Students are strongly urged to “buddy up” for safety, especially when leaving night labs. For additional tips, please access Rutgers Public Safety at <http://publicsafety.rutgers.edu>

Protecting Your Property - Although uncommon, thefts have occurred in lab. Clearly mark all books and other valuables, and inform your Lab Instructor immediately if there is a problem.

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GENERAL BIOLOGY PHONE NUMBERS AND OFFICES: WHERE TO GO FOR QUESTIONS

General Information: If you have questions about make-up labs, exam times and locations, section availability, registration problems, etc. Dr. Martin and Ms. Agnese do not communicate with students by e-mail.

General Biology Office (Ms. Kathy Agnese, Secretary):

9:00 am - 11:15 am Douglass Biology Building 106, phone (732)932-9368

1:00 pm - 4:45 pm Doolittle Labs, Busch Campus; phone (732)445-0778

Advising, majors in the Division of Life Sciences, course selection:

Office of Undergraduate Instruction, Division of Life Sciences Advising Office, Dr. Adrian Bruning, Nelson Labs, Busch Campus, Room B112 (732-445-5270).

To sign up for make-up lab: If you need to sign up for make-up lab, you must do so by 11:00 am Monday. You may fill out a make-up lab form at either General Biology Office.

To sign up for Make-up lab by telephone: Call Ms. Agnese in the General Biology Office before 11:00 am Monday; you must be prepared to spell your name, and give your section number, Lab Instructor's name, the time you wish to attend make-up lab and the reason you missed lab.

Grades will be posted at **sas.rutgers.edu** no later than the following:

Hour Exam I: Wednesday, October 14, noon

Hour Exam II: Wednesday, November 11, noon

Lab Practical (all sections): Wednesday, Dec. 16, noon

Final Exam and course grade: Tues, Dec 22, noon

The General Biology Office and the Division of Life Sciences Office never give out grades by telephone or e-mail.

What exams will cover: see lecture schedule.

Exam problems (conflicts, illnesses, etc); Final grade enquiries; problems you cannot resolve otherwise
Contact the Director of General Biology by calling the General Biology Office.

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CHANGING SECTIONS WHAT IF THE SECTION YOU WANT IS CLOSED!??

You can change your registration either in person, via touchtone, or on the Web through **Thurs. Sept. 10 (last day to add)**. If the section you want is closed - you will have to find another section. When a section is closed it means there are as many students as we have seats and equipment to accommodate. We cannot squeeze in even one more student. Therefore, we **never** give special permission for closed sections. However, all is not lost! We suggest you try the following:

1. Check to see if other lab sections meeting at the same time are open.

Note: If you are registered for lab section Z2 or Z4, you MUST attend the lecture that meets Wed. 6:40 - 9:30 pm in ARC 204 (Busch Campus). However, if you are registered for Cook/Douglass sections M1-Y1 you may attend either daytime lecture section at Hickman 138 (Tues/Fri 9:15 am - 10:35 am, or Tues/Thurs 3:55 pm - 5:15 pm), regardless of which one is matched up with your section. Similarly, if you are taking General Biology at Busch/Livingston (sections A1-G3) you may attend either lecture section in the Allison Road Classroom Building, Room 103 (Mon/Wed 5:00 pm - 6:20 pm or Tues/Fri 12:00 noon - 1:20 pm) regardless of which one your lab section is assigned to in the Schedule of Classes. However, you may **not** take lecture on Busch/Livingston and lab on Cook/Douglass or vice versa. If you have another class that meets at the lecture time matched with your section (but no true conflict exists because you will attend the alternate lecture time for that campus), you will need to obtain a Conflict Override form from Kathy Agnese.

2. Keep trying! Section enrollment changes constantly. Remember that for every student who is desperate to get into a section, there is usually someone equally desperate to get out.
3. If all else fails, you will have to juggle your class schedule, work schedule, or other commitments to fit in a section that is open. Remember that you will not be able to take the second semester of General Biology unless you take 119:101, so the rearrangement will be to your advantage.

WHAT IF YOU ARE UNABLE TO REGISTER?

Keep trying to register and continue to attend lecture even if you are not registered because we will be making every effort to get all qualified students into the course. Remember that labs do not start until the week of **Sept 14**. The last day of the add period is **Thurs. Sept 10**. If you still have a registration problem at the end of the day on Thurs, call Ms. Kathy Agnese, the General Biology secretary, on **Friday Sept 11**. If she can find an open section for you, she will arrange for you to register. If you have financial aid problems that prevent you from officially registering until later in the semester, please contact Ms. Agnese and arrangements will be made for you to attend a lab section if there is one that has an opening. Sections Z2 and Z4 are reserved for non-traditional students who work in the day and can only take classes at night. Call Kathy Agnese if you fit this category and have been unable to register for one of these sections. **You will be admitted to lab if and only if you are properly registered for the section you attend.** This means that you are on the official roster for that section or your Lab Instructor has received notification from Ms. Agnese to admit you.

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ARE YOU PLANNING A MAJOR IN THE DIVISION OF LIFE SCIENCES?

The Division of Life Sciences Home Page <http://lifesci.rutgers.edu/>

Visit the Division of Life Sciences Home Page and click on "The Office of Undergraduate Instruction" to find out about the degree program, curriculum, and much more. The Division of Life Sciences maintains an Advising Office in Nelson Biology Laboratory, Room B112 (732-445-5270). Dr. Adrian Bruning and the other members of our advising staff will be able to answer your questions about majoring in the life sciences. School of Environmental and Biological Science students may also contact Academic Programs and Research located on the second floor of Martin Hall (732-932-3000 ext. 512). You do not have to wait until you declare your major to talk to an advisor in the Division of Life Sciences.

**ARE YOU PLANNING TO ENTER ONE OF THE HEALTH PROFESSIONS??
YOU NEED TO KNOW ABOUT THE HEALTH PROFESSIONS OFFICE!!**

The Health Professions Advising Office is a full-time operation serving students at both the undergraduate and post-graduate levels. It also posts a wealth of information on the Division of Life Sciences/Office of Undergraduate Instruction Home Page: <http://lifesci.rutgers.edu/~hpo/>

All students who are interested in attending medical school, dental school, or another professional school in the health care area should visit this office at an early date during their academic stay at Rutgers. Stop by A207 Nelson Labs, Busch Campus (732-445-5667; hpo@biology.rutgers.edu), to initiate a file and to pick up a copy of the Health Professions Handbook. Your first year at Rutgers is not too early to start a file! The advisors will assist you in preparing a file and eventually in making application to a graduate professional field of study.

The services provided by this office include a library of catalogues from most professional schools, video tapes, application forms for the several admissions tests, and other related information. Annually updated admission statistics, both national and for Rutgers, are also available to help guide you in making formal applications.

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READING LIST - FALL 2009

<u>Lecture Title</u>	<u>Chapter</u>	
Introduction	Ch. 1	
Cell Structure	Ch. 4	
Mitosis	Ch. 10	Pages 211 - 223
Atoms, Molecules & Water	Ch. 2	
Biological Molecules	Ch. 3	
Membranes & Transport	Ch. 5	
Enzymes & Energetics	Ch. 7	
Respiration	Ch. 8	
Photosynthesis	Ch. 9	
Prokaryotes & Origin of Life	Ch. 21	
	Ch. 24	
Protists	Ch. 25	Selected portions (photosynthetic protists)
Fungi	Ch. 26	
Colonization of Land	Ch. 27	
Seed Plants	Ch. 28	
Plant Reproduction	Ch. 36	
Plant Anatomy	Ch. 32	
Plant Nutrition	Ch. 35	
Plant Transport	Ch. 33	
	Ch. 34	
Hormonal Control	Ch. 37	
Meiosis	Ch. 10	Pages 223 - 233
Mendelian Genetics	Ch. 11	
Chromosomes	Ch. 11	
Chemical Basis of Heredity	Ch. 12	
Protein Synthesis & Genetic Code	Ch. 13	
	Ch. 14	
Genetic Engineering	Ch. 15	
Human Genetics	Ch. 16	
Conclusion	No specific assignment.	

All reading assignments are in Biology (8th edition), by Solomon, Berg, and Martin. Assignments may be changed during the semester; you will be responsible for any changes announced in lecture.

Not all material in the assigned pages will be covered in lecture. You should use any outlines, etc. that your lecturer makes available as a guide to skimming the assignment in preparation for lecture. After the lecture you should carefully study the sections specified by your lecturer.

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