

HOW TO TAKE A FANKHAUSER CELL BIOLOGY COURSE

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Completion of the first college year of biology and of chemistry (and labs) is required for enrollment in this course. If you have not met these requirements, see the instructor immediately. Mastery of basic algebra is also important.

STUDY HABITS: COMPLETE READING ASSIGNMENTS *PRIOR* TO CLASS: To benefit maximally from this college course, you must possess the requisite study habits. Disciplined completion of the reading before each lecture will improve your comprehension, allow us more freedom for class discussions and increase our joy in learning. Slacking off until test time turns interesting assignments into drudgery.

ATTENDANCE is crucial and attendance records will be kept. Missing even one class will put you out of synchrony with the class, short-change your education and *doubtless* cost you points on the next test.

CLASS NOTES: Do *not* attempt to record lecture material verbatim. Instead, concentrate on these elements:

title your notes each day or new major topic section accurately with CAPITALS at the left-most margin.

words: Copy correctly spelled all which are written on the board. Leave space in your notes for explanations.

definitions of all key words should be filled out in detail when you rework your notes.

drawings should be carefully copied, label all mentioned structures and processes or effects.

text book should be brought to each class. We use its illustrations and tables. Carefully note them in the text.

wordstems should be listed on the last page of your notebook with their meanings. Memorize the new ones prior to each test. Note that these will comprise around 10% of each test. (See attached cumulative list.)

PARTICIPATE IN CLASS: Do not be afraid to speak up. Offer answers to questions posed, ask your own questions. Challenge my statements. This participation in class is critical to the proper functioning of the class.

ELECTRONIC GADGETS: TURN OFF YOUR CELL PHONES. NO TEXTING DURING CLASS...!

REWORK YOUR NOTES AFTER EACH CLASS: Spend 15 minutes soon after class to rework each day's draft lecture notes. Compare with your text. "Flesh out" skimpy material with detail while it is fresh in your mind. I call for questions at the beginning of each class, so have questions prepared to ask from your reworked notes.

STUDY GROUPS are *extremely* helpful in the learning process. See separate handout, and earn up to 30 points!

STUDENT NUMBER: To ease collating and entering grades, I assign student numbers in each class according to alphabetical order. All material which you hand in should carry your name *and* this number. Thanks.

QUIZZES and EXAMS (Midterm and Final) are scheduled regularly and are made as comprehensive as possible, including questions from lab activities. They consist of:

essays, problems or illustrations of key concepts, 3-5 points:

Quizzes (~ 50 pts) Exams: (~ 150 pts)

wordstems, 1 point each:

2-4 8-10

fill-in-the-blanks, 2 or occasionally 3 points each:

5-10 15-25

brief illustrations, 2 or 3 points each:

5-10 18-20

2-3 5-7

HONOR CODE: I assume that students will support the honor code during testing. The class shares the responsibility of protecting the integrity of the testing process. Please tell me if the honor system is being abused. (Names of offenders need not be given.) **Make-up tests or quizzes** are given *only* in the event of a valid excuse, and should be *rescheduled and taken before tests are returned to the class*. There is a 5% deduction on make-ups.

GRADE SLIPS are distributed each time graded material is returned. These reflect how well you are progressing in the course. Tape them inside the back cover of your notebook to maintain a complete record. (One point each.)

Unsatisfactory quiz scores? See me about your study habits (listed above). You may also seek help from the Learning Lab: take your quizzes, notes & books. They will help you, and may provide tutoring where appropriate.

LAB NOTEBOOKS will be graded twice, worth about 100 pts each. Late notebooks penalized 10%/lab.

YOUR GRADE in the course will be based upon a summation of all points awarded on quizzes (30%), lab notebooks (30%), midterm (18%), final exam (18%), and study groups (4%). A class histogram will be drawn with the class median equated to 85% for sophomore classes. Final grades are assigned (using algebra) based on the decimal system: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, <60% = failing. Within a given range, lower 1/3rd = "-" upper 1/3rd = "+", *i.e.*: 80-83.3 = B-, etc. Grades will be posted after the end of the quarter on my office door according to last 4 digits of your Social Security Number. Please do not telephone me to inquire about your grades.

If you cannot complete the quarter: You must officially drop the course. I will sign drop slips with a WP (without prejudice) *prior* to the third quiz. Failing students (<60%), who drop *after* the third quiz receive a WF.

DO A JOB OF WHICH *YOU* ARE PROUD.

I GUARANTEE THAT WE WILL ALL HAVE A GOOD TIME IN THE PROCESS.