

# HOW TO TAKE A FANKHAUSER SOPHOMORE-LEVEL GENETICS COURSE page 3

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Completion of first year college biology lecture and lab are required for enrollment in this course. If you have not met this requirement, see the instructor immediately. College work in chemistry and mastery of algebra are 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 the learning process. 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:** **No cell phones *please*.** Taping lectures is permitted if it does not disrupt the 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.

**HOMEWORK:** Much of genetics concerns itself with problem solving. Homework problems are due on the date on which they appear in the syllabus. SHOW ALL WORK. When turned in on time, each set will be worth 5 points. Test problems will be more easily solved with the practice you gain doing the homework. (See a separate handout on homework.)

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

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

**STUDENT NUMBER:** To ease my task of collating papers 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* your assigned number. Thanks.

**QUIZZES** (scheduled every two weeks) and **EXAMS** (Midterm and Final) are made as comprehensive as possible, and include questions from lab activities. They consist of:

	<u>Quizzes: (~50 pts)</u>	<u>Exams: (~180 pts)</u>
<b>essays, problems or illustrations</b> of key concepts, 5 points:	2-4	8-10
<b>wordstems</b> , 1 point each:	5-10	15-25
<b>fill-in-the-blanks</b> , 2 or occasionally 3 points each:	5-10	18-20
<b>brief illustrations</b> , 2 or 3 points each:	2-3	5-7

**LAB NOTEBOOKS** will be graded twice, worth about 110 pts each. Late notebooks penalized 10%/lab period.

**GRADE SLIPS** are distributed each time graded materials are returned. The slips report how you are progressing in the course. Tape them chronologically inside the back cover of your notebook to maintain a complete record for a 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.

**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 they are returned to the class*. There may be a 5% deduction on make-ups.

**YOUR GRADE** in the course will be based upon a summation of all points awarded, approximately on homework: 6%, quizzes: 25%, lab notebooks: 25%, midterm: 17%, final exam: 17%, and study groups: 5%. A class histogram will be drawn for each with the class median equivalent to ~85% for my sophomore classes. Final letter grades are assigned 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.*: 80.0-83.3 = B-, etc. Grades will be posted at the conclusion of the quarter on the Genetics Class web page according to last 4 digits of your Social Security Number, unless you request otherwise. Please do not telephone me to inquire about your grades.

**If you cannot complete the quarter:** You must officially drop the course (last day: 1 March 2005). 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.**