

# HOW TO TAKE A FANKHAUSER MICROBIOLOGY COURSE

Page 3

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rvsd. 20Sep93, 27Mar95, 15Sep95, 23Sept96, 19Sept97, 31Mar98, 29June98, 10June99, 9Sept99, 19Sept00, 25Mar02, 3Jan03, 1July04, 22June07, 1July09, 28June10

Completion of one year of college biology and lab (or A&P) is required for enrollment in this course. If you have not met this requirement, see the instructor immediately. Course work in chemistry and mastery of algebra are also critical.

**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 assigned 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.

**CELL PHONES:** *Turn off your cell phones and put them away! AND PLEASE...no texting during class.*

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

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

**drawings** should be carefully copied. Label all structures, processes or effects mentioned in lecture.

**text book** should be brought to each class. We use its illustrations and tables. Highlight key features in your text.

**wordstems** should be compiled on the last page of your notebook with their meanings. Memorize the new ones prior to each quiz or test. Note that these will comprise around 10% of each quiz. (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.

**REWORK YOUR NOTES AFTER EACH CLASS:** Spend 15 minutes soon after each class to rework the 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 30 points or more!

**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 (regularly scheduled) and EXAMS** (Midterm and Final) are made as comprehensive as possible, including questions from lab activities. They consist of: Quizzes (~50 pts) Exams: (~150 pts) Exam Open NBook

<b>essays, problems or illustrations</b> of key concepts, 3-5 points:	1-2	8-10	2-4
<b>wordstems</b> , 1 point each:	15	15-25	
<b>fill-in-the-blanks</b> , 2 or occasionally 3 points each:	8-12	18-20	20
<b>brief illustrations</b> , 2 or 3 points each:	2-3	5-7	2-4

**LAB NOTEBOOKS** are graded twice and reflect your success in the lab, worth ~130 pts each. Late? -10%/week.

**GRADE SLIPS** are distributed each time graded material is returned. These reflect both the grade on the material, and your cumulative grade in the course. Tape each one inside the back cover of your notebook and earn a point each.

**YOUR GRADE** in the course will be based upon a summation of all points awarded on quizzes (30%), lab notebooks (30%), midterm & final (16% each), pop quizzes (4%) and study groups (4%). A class histogram defines the class median, equivalent to ~85% for my sophomore classes. Final 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.*: 80-83.3 = B -, 88.7-89.9 = B+, etc. Grades for the course will be posted on my web page according to your UC "M" number. Please do not phone me for your grade.

**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 is a 5% deduction on unexcused make-ups.

**Unsatisfactory quiz scores?** See me to review 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.

**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.