

INSTRUCTOR: Dr. Jill Leutgeb
Pacific Hall 3125A
246-0825

TEXT: *Biology* by Campbell et al., 9th edition (Pearson/Benjamin-Cummings).

LECTURES: Tuesday and Thursday 9:30 AM - 10:50 AM, Patrick J. Ledden Auditorium (LEDDN AUD)

COURSE CONTENT: This course will include an in-depth presentation of current knowledge in animal physiology, at the molecular, cellular, and systems levels. BILD1, *The Cell*, serves as a prerequisite for this course.

COMMUNICATION: Announcements, updates, postings, previous lecture notes, class discussion forums, and exam grades will all be communicated using TED (formerly known as WebCT).

COURSE WEB SITE: There will be a Triton Education site (TED) for the course <<http://ted.ucsd.edu>>. Student accounts are added on the first day of classes. Concurrent enrollment (Extension) students are not added automatically. Extension students should obtain a registration token from Extension's student services or the ACS Help Desk. More information is at <<http://sdacs.ucsd.edu/~icc/ce.php>>

PODCASTS OF LECTURES: Lectures will be podcast as long as students are using this resource. If students use Podcasts as a substitute for attending lectures or do not use them at all, Podcasting will stop without advance notice.

To reach the Podcasts use your Web browser to go to <podcast.ucsd.edu>. You can listen to each lecture from that site or download it to your MP3 player. These are audio files; no figures are included.

OFFICE HOURS. The instructor and each TA will hold one office hour per week as long as they are well-attended. An additional review session will be offered before each exam. All office hours will be open to groups of students. If you need to discuss matters other than the course material, please make an appointment with the course instructor.

Times and locations of all office hours will be announced by the end of the second week of class (Sept. 30th).

ELECTRONIC COMMUNICATION. You can ask questions by posting a message or sending an e-mail on TED. If you have questions about the course material, please use the message board so that the answers will be available to others in the class. Please use my regular e-mail address (jleutgeb@ucsd.edu) only for matters that **require** an instructor's personal attention and **be sure to include <BILD2> in the subject line.** Note that e-mail will not be checked after 8pm, including evenings before exams.

LECTURE OUTLINES, LECTURE SLIDES WILL BE AVAILABLE ON "TED" ON THE DAY OF THE LECTURE. PROBLEM SETS WILL BE POSTED FOLLOWING LECTURE. These problem sets are intended for practice and do not need to be turned in. Problem sets will include questions and concepts that you should be familiar with in order to do well on the exams. The problem sets will encompass material from your readings and lecture. Please use these problems as a guide for questions during study section. Some exam questions will be taken from the problem set.

SECTIONS: Sections will not meet during the first week of the quarter; they will start in the week of September 26th. Please check the Fall Quarter Schedule of Classes for times and locations. **Attendance at sections is optional, but it is highly recommended that you attend at least one of the sections.**

Regular attendance at, and active participation in a section can weigh in your favor if your final grade is just below a grade line. Your attendance will be monitored by a sign-up sheet, please be sure to sign in when you have attended section. The sections are designed to provide a forum for you to ask questions about the course material, and receive additional instruction.

QUIZZES: A quiz will be given during the last 20 minutes of 4 random lectures. The quizzes will not count towards your grade. Any points scored on the quizzes will count as extra credit towards your final grade. The quizzes serve to help you assess whether you understand major topics that will be covered on an upcoming exam and provide you with an assessment of where you should concentrate future study efforts. Please note that quizzes will not be in the same format as exams (multiple choice vs. short answer), and can be collected in the same location as exams.

REVIEW SESSIONS: Will be conducted by T.A.s on an evening before the exam. A schedule will be posted.

EXAMS:

1. GRADING: Your grade for this course will be based on your performance in two mid-term exams and a final. Each mid-term exam will be worth approximately 100 points and will consist largely of short-answer questions. Some exams may also include problems. The final will be worth 200-225 points and will include multiple-choice questions in addition to the short-answer questions and problems. **Your grade in this course will depend entirely on your performance on the three exams. Because we can only grade the words and diagrams on your exam, make sure to write clear and precise answers.**

2. EXAM SCHEDULE:

Midterms:	Tuesday, October 18	9:30 am to 10:50 am
	Tuesday, November 15	9:30 am to 10:50 am
Final:	Thursday, December 8	8:00 am to 10:59 am

Locations will be announced in class and on WebCT. If no changes are announced, the midterms will be in the lecture hall (LEDDN AUD).

3. MAKE-UP EXAMS: You are expected to take the exams when they are scheduled. To be fair to your fellow students, make-up exams can be arranged **only** in the following three circumstances:

A. You are too ill to take the exam. In order to be excused from an exam or to take a make-up exam (The instructor decides which is most appropriate for you) you must telephone Dr. Leutgeb and let her know that you are ill as soon as it is possible to do so (before the exam, if it is at all possible), **and you MUST bring verification written by a physician that you were too ill to take the exam when it was scheduled.**

B. You have an extremely pressing need to be out of town **at the time** when the exam is scheduled (not the day before or the day after) AND you have arranged the make-up exam **at least one week in advance.** You cannot arrange a make-up exam after the fact. It will help in making these arrangements if you bring written confirmation of your need to miss the regularly scheduled exam when you ask to schedule a make-up exam. In any case, you will also need to bring the corroborating documents to the make-up exam.

C. You are taking an exam for a course for academic credit toward graduation that conflicts with the exam for this course AND you have arranged the make-up exam at least one week in advance. You must bring corroborating documents to the make-up exam.

Your last chance to schedule a make-up exam for the circumstances that are listed in B and C is by talking to Dr. Leutgeb after the class that is held one week before the day of the exam. If you fail to talk with the instructor before or at that time, you must take the exam as scheduled (unless you are too sick to do it--see part A above).

PLEASE NOTE: Having another mid-term scheduled on or near the day of our mid-term is not a reason to take a make-up exam.

4. GETTING BACK GRADED EXAMS: Each exam will include a waiver that you can sign to have your exam put in a box in the elevator lobby on the 3rd floor of Pacific Hall, so it will be available to you any time when Pacific Hall is open. Grading usually takes about a week.

If you do not sign the waiver, you can pick your exam up for Kathleen McPherson's office (PH3100) from 8 -11 am after the exams have been made available to the rest of the class.

5. GRADES: All the points that each student earned on all three exams will be totaled. The final course grade will be determined either by using a standard curve or a straight grading scale depending on which yields the highest number of A's. In the second case the top five scores will be averaged, and that average will be considered "100%." An A will be 90% and above, a B 80%-89%, a C 70%-79%, and a D 60%-69%. Plus or minus signs will be added for grades within 2% of cutoff between letter grades. In addition, I will also calculate the mean and standard deviation. An A will be assigned for scores that are greater than one standard deviation above the mean, a B for scores that are above the mean, a C for scores that are below the mean, a D for scores that are more than one standard deviation below the mean, and an F for scores that are more than two standard deviations below the mean. If scores have a normal distribution, grading on a curve implies that 16 % will receive A's, 34 % B's, 34 % C's, and 16 % below C. The exact distribution between grades can vary depending on the distribution of the scores. The final course grade will be determined either by using a standard curve or a straight grading scale depending on which yields the highest number of A's for the entire class.

6. REGRADES: If you have an objection to a **particular exam question**, you have 24 hours from the end of the exam to raise your concerns. Objections to exam question must be made in person with a prepared, written argument of why that question was unfair. A decision will then be made whether to not grade that question for the entire class.

If you have objections to the grading of a question on **your** exam, you can e-mail a written argument to the teaching assistant who graded the question. **The e-mail has to be received within a week after you receive the exam. You then have to meet with the TA during her/his next office hour.** If you and the TA do not agree, you can have the TA forward your petition and exam to an instructor. Note that a regrade by the instructor may result in a gain or loss of points; regrading may not be limited to the question you petitioned about. Graded exams will be randomly copied before being returned. If you are found altering your answer to an exam question and resubmitting that question for a regrade, you will be given a zero on the entire exam and reported for academic dishonesty. Note that false statements that are sent by e-mail are equal grounds for academic dishonesty as those that are stated in person.

7. ADDITIONAL SUPPORT: The office of Academic Support and Instructional Services gives students access to counselors who can help them develop reading and writing strategies, design better time management systems, write more effective class notes, and organize writing assignments. Contact OASIS ([://oasis.ucsd.edu/](http://oasis.ucsd.edu/)).

8. ACADEMIC DISHONESTY: All suspicions of academic misconduct will be reported to the Academic Integrity Office according to university policy. Academic misconduct is not just blatant cheating (e.g., copying off another student during an exam), but what you might have thought of as "minor cheating" in high school, for example: copying other students' papers or homework; copying or using old papers/report; working with others on individual assignments; forgetting to cite material you took from an outside resource; turning in work completed in total or part by another; writing e-mail that includes fabricated statements. The Policy on Integrity of Scholarship (academicintegrity.ucsd.edu) and this syllabus list some of the standards by which you are expected to complete your academic work, but your good ethical judgment (or asking for advice) is also expected as we cannot list every behavior that is unethical or not in the spirit of academic integrity.

Those students found to have committed academic misconduct will face administrative sanctions imposed by their college Dean of Student Affairs and academic sanctions imposed by the instructor. The standard administrative sanctions include: the creation of a disciplinary record (which will be checked by graduate and professional schools); disciplinary probation; and attendance at an Academic Integrity Seminar (at a cost of \$75). Students can also face suspension and dismissal from the University; those sanctions are not at my discretion. Academic sanctions can range from an F on the assignment to an F in the class. The appropriate sanctions are determined by the egregiousness of the Policy violation. Students who assist in or are complicit with cheating could also be in violation of the Policy. Thus, students who become aware of their peers either facilitating academic misconduct or committing it should report their suspicions to an instructor for investigation.

Any student caught cheating on an exam will receive a zero for that exam.

See <http://weber.ucsd.edu/~dkjordan/resources/cheat.html> for additional information.

INSTRUCTIONS FOR TAKING EXAMS

The exams in this course are closed book, closed notes, and electronics-free. That is, you must use only what is in your brain to answer questions. Using anything else (e.g, electronic devices or someone else's exam) constitutes a breach of academic integrity and will be treated accordingly. We will enforce all of the following conditions. You can minimize the time it takes to get set up for an exam--and thus maximize the time you have available to complete the exam--by learning the rules and following them without being reminded. YOU have the power to make exams go efficiently and smoothly or not, which will eat into your time for the exam.

1. Students will sit every-other-seat. Your TAs will tell you the seating arrangement in your room.
2. All electronic devices must be turned off and stored in a bag/backpack that is placed under your desk. This rule applies to cell phones, MP3 players (iPods), calculators, notebooks, earphones--all electronic devices except digital watches. Setting your cell phone to "vibrate" isn't turning it off, and putting devices into your pockets isn't putting them under your desk. If we can see or hear an electronic device, we will confiscate it.
3. All of your belongings--except what you will write with--must be placed UNDER the seat that YOU are sitting in. Please don't put anything on the desk next to you, on the floor in front of you, or anywhere else except under your desk where you can't see them and we can't trip over them.
4. You can have one clear plastic bottle of water or anything you may need because of medical reasons (doctor's notice is required). You cannot have large pencil boxes filled with lots of things or any snacks.
4. Hats can either be removed or turned with the bill to the back of your head. Once the exam begins, you can't touch your hat, wherever it is. Hooded sweatshirts or jackets must be worn with the hood down, not on your head or covering your face.
5. You can write either with a pen or with a pencil. Please use whatever allows you to write legible answers. If the person grading your answer can't read it, you will not be given credit, so keeping your exam neat and legible is definitely in your best interest. **IF YOU USE PENCIL, WE CANNOT CONSIDER REGRADE REQUESTS.**
6. **BRING YOUR UCSD ID CARD TO EVERY EXAM.** You will have to show it when you turn in your exam.
7. Be sure you turn your exam in as you leave the exam room. Don't take any exam materials with you when you leave. You may be asked to leave through a particular door.
8. Put your name and ID number on EVERY page. We take the exams apart, and if pages are unlabeled, we won't know whose they are.
9. Depending on circumstances, we may or may not be able to allow restroom breaks. Arrive early at the exam room to learn how this issue will be handled in your room.
10. Anything that is written on the back of exam pages will not be graded. You can use the backs of pages as scratch paper. If you need to write something on the back of a page and you want us to grade it, you must get explicit permission from an instructor BEFORE you begin writing on the back of the page.

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Lecture	Date	Topic	Assigned Reading
1	THURSDAY Sept. 22	Introduction to Animal Physiology Nervous System	Biology by Campbell, 9 th edition Chapters 40.1, 48
2	TUESDAY Sept. 27	Nervous System- Action Potential	Ch. 48
3	THURSDAY Sept. 29	Nervous System- Synapse	Ch. 48
4	TUESDAY Oct. 4	Nervous System- the Brain	Ch. 49
5	THURSDAY Oct. 6	Sensory Systems	Ch. 50.1-50.4
6	TUESDAY Oct. 11	Sensory Systems	Ch. 50.1-50.4
7	THURSDAY Oct. 13	Locomotion	Ch. 50.5
	TUESDAY Oct. 18	FIRST MIDTERM EXAM 9:30 TO 10:50 AM. NO LECTURE (Exam will cover material from lectures 1-6)	See the syllabus for more information about exams.
8	THURSDAY Oct. 20	Endocrine System	Ch. 45
	Oct. 21	Deadline to drop classes without 'W' on transcript	
9	TUESDAY Oct. 25	Endocrine System	Ch. 45
10	THURSDAY Oct. 27	Nutrition and Digestion	Ch. 40.4, 41
11	TUESDAY Nov. 1	Circulation	Ch. 42
12	THURSDAY Nov. 3	Circulation and Gas Exchange	Ch. 42
13	TUESDAY Nov. 8	Gas Exchange	Ch. 42

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14	THURSDAY Nov. 10	Immune System	Ch. 43
	TUESDAY Nov. 15	SECOND MIDTERM EXAM 9:30 TO 10:50 PM. NO LECTURE (Exam will cover new material including lectures 7-13)	See the syllabus for more information about exams.
15	THURSDAY Nov. 17	Immune System	Ch. 43
16	TUESDAY Nov. 22	Renal Function	Ch. 44.1-44.4
	THURSDAY Nov. 24	THANKSGIVING HOLIDAY	
17	TUESDAY Nov. 29	Animal Reproduction	Ch. 46
18	THURSDAY Dec. 1	Development	Ch. 47
	THURSDAY DEC. 8	FINAL EXAM: 8:00 AM - 10:59 AM Half of exam will be on material after the second midterm, the other half will cover material from the entire quarter	See the syllabus for more information about exams.