

OFFICE HOURS. Each IA and the instructors will hold one office hour per week as long as they are well-attended. A review session will be offered before each exam during regular class time (see class outline). 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 one of the course instructors by e-mail.

Times and locations of all office hours will be announced by the end of week 1 (Jan. 9th).

ELECTRONIC COMMUNICATION. You can ask questions by posting a message on TritonEd. 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 the regular e-mail addresses (sleutgeb@ucsd.edu; jleutgeb@ucsd.edu) only for matters that **require** an instructor's personal attention and **be sure to include <BIPN148> in the subject line.** Because of the large volume of e-mail that the instructors receive, it may be several days before you receive a response to e-mail, including during periods before exams.

LECTURE SLIDES WILL BE AVAILABLE ON TritonED on the day after each lecture.

SECTIONS: Sections will **NOT** meet during the first week of the quarter; they will start in the week of January 11th. The times and locations of sections listed in the Winter Quarter Schedule of Classes may change. **If changed, an updated schedule will be posted on TritonEd by January 9th. Attendance at sections is optional, but it is highly recommended that you attend the section that you are registered for.** 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.

EXAMS:

1. GRADING: Your grade for this course will be based on two mid-term exams and a final. Each mid-term exam will be worth approximately 100 points and will consist largely of multiple choice and short-answer questions. The final will be worth approximately 200 points and will be composed in the same format as the midterm exams. **Because your grade in this course will depend largely on your performance on the exams, please make sure to carefully read each question and to provide clear and precise answers.**

2. EXAM SCHEDULE:

Midterm 1:	Monday, February 1	3:00 to 3:50 pm
Midterm 2:	Monday, February 29	3:00 to 3:50 pm
Final:	Wednesday, March 16	3:00 to 5:59 pm

Locations will be announced in class and on TritonED. If no changes are announced, the exams will be administered in the lecture hall.

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 him/ her

know that you are ill as soon as it is possible to do so (before the exam, if it is at all possible). If you do not bring written verification by a physician that you were too ill to take the exam when it was scheduled, it is at the instructor's discretion to accept or to not accept your excuse.

- 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. There are no make-up exams for the final because the date and time was posted when you signed up for the class.
- 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 an 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 or final scheduled on or near the day of our exams is not a reason to take a make-up exam.

4. GETTING BACK GRADED EXAMS: Grading usually takes about a week. You must pick your exam up with ID from the booth at Pacific Hall (1st floor Pacific Hall, outside the North entrance; Hours Open: Monday – Friday, 10:00 am to 4:00 pm)

5. GRADES: All the points that each student earned on all exams, quizzes, and participation will be totaled. The final course grading scale will be determined from the points earned on the exam (excluding extra credit from quizzes and participation) by either using a standard curve or a straight grading scale depending on which yields the highest number of A's. For the standard curve, we will calculate the mean and standard deviation. An A will be assigned for scores that are greater than one standard deviations 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 and students do not earn any extra credit, 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 and on the extra credit that is earned. For the straight scale, the top five scores (sum of points from the exams excluding extra credit from quizzes and participation) 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.

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 questions 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 instructional assistant who graded the question (email addresses will be available on TritonEd, graders will be listed on an exam key). **The e-mail has to be received within a week after you receive the exam. You then have to meet with the IA during her/his next office hour.** If you and the IA do not agree, you can have the IA 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 making false statements about your exam, altering your answer to an exam question, resubmitting an altered question for a regrade, you will be given a zero on the entire exam and reported for academic dishonesty.

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. In particular, academic misconduct includes **writing e-mail that includes fabricated statements, using other student's clickers, and faking a family emergency or medical condition.** 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 the instructors' discretion. Academic sanctions can range from an F on the exam (i.e., receive zero points for that exam) 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.

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 (if space allows). Your instructors/IAs 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, calculators, notebooks, audio devices, watches--ALL electronic devices. **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.