

Lecturer: Mike Meighan from the Department of MCB.

Lecture: Lectures are Monday from 5-6 PM in 1 Pimentel and simulcast in 10 Evans. They will also be webcast. You should read the assigned readings in Campbell and the lab manual prior to the Monday lecture. The first lab lecture will be held August 27th. Labs begin the second week of classes.

Contact information/office hours: Mike Meighan. 642-4110, 2088 VLSB, mailbox outside 2088 VLSB, e-mail is {mmeighan@berkeley.edu}. Scheduled Office hours are M 11-12, W 10-11, 2-3 and by appointment. I am available for advice on study habits, techniques, and on matters of scheduling, laboratory operations, exams, etc..

Graduate Student Instructors: The GSI's will instruct the laboratory sections. A GSI will be available in the GSI office; 2084 VLSB on Monday from 10-12 PM and typically one hour before the start of each lab period. Messages may be left in your GSI's mailbox in 2084 VLSB.

GSI Office Hours: M 10-12, T 8:³⁰-9:³⁰, 1-2, 5:³⁰-6:³⁰, W 1-2, 5:³⁰-6:³⁰, Th. 8:³⁰-9:³⁰, 5:³⁰-6:³⁰, 1-2 PM, F 1-2 PM.

TIME TABLE

The drop deadline for students enrolled in the College of Letters and Science is September 28th for Fall 2007. A \$10 fee applies after September 7th. A \$5 fee applies to add classes after September 14th.

1. **Lectures begin August 27th** and end on **Dec. 3rd**. Lectures are held in 1 Pimentel on Monday from 5-6 PM and simulcast in 10 Evans. Lectures will be webcast and will be available on the web (<http://webcast.berkeley.edu/courses/>). Handouts will be available for downloading on the Biology 1A website, by 5 PM on the Friday before a given lecture. No note taking service is authorized. Note that the 8/27 lab lecture will cover the first lab exercise that you will perform the week of September 3rd.
2. **Email address:** We will routinely email the students about once a week. We will use the email address you have listed in the CalNet Directory. If it isn't the one you check, then you need to change it in the CalNet directory. If you have not received any emails yet, there is a problem with your listed email address.
3. **ADDING:** Students already on the waitlist will be added to any seats that open until the morning of **Friday August 31st**. We will be allowing "alternate" students to attend lab (2 per section) for the first 2 weeks of lab. Information about alternates will be sent by email to all waitlisted students and will be posted on the class website.

Students not on the waitlist may request to add the class by completing and submitting an "ADDING" form on-line (<http://mcb.berkeley.edu/courses/bio1a>) by **4:00 PM on August 31st**. If you can be added or placed in an alternate position, you will be informed by email by **Monday Sept. 3rd**. Your chance of adding will be higher if you select several "low demand" times as indicated on the adding form – night labs and Friday afternoon labs. Students already on the waitlist (lab) have highest priority. Consequently if you are not waitlisted for lab we most likely will not add you.

4. **CHANGING SECTIONS: Permanent Change.** To change sections permanently, complete and submit a "LAB CHANGE" form (<http://mcb.berkeley.edu/courses/bio1a>). The deadline is **4:00 PM on August 31st**. Section assignments will be posted by **9 AM on Sept. 3rd on our website**. Very few changes will be made.

ONE TIME SWITCH. You are expected to attend your scheduled lab section every week. If some unavoidable and unexpected conflict or illness should occur, it **may** be possible to switch you to another lab for that one week. Documentation (medical or otherwise) will be required. Scheduled conflicts, such as exams, should not be an issue since you should not enroll in a lab section that conflicts with another class schedule or scheduled exam (primarily the night labs). If you have an exam or another conflict that cannot be rescheduled that **directly** interferes with your lab you can request a switch. Switches will only be approved when absolutely necessary and the schedule conflict or illness is verifiable. Switches will only be possible if there is space in another lab section that you can attend. In some cases we may not be able to switch, even if you have a valid reason. No lab switches Dec. 4th to 7th due to the second lab exam. To request a switch, you may either check with the staff in 2098 VLSB or send an email bio1alab@berkeley.edu with your full name, your enrolled lab section, reason for the switch and a list of other lab times during the same week (see page 3 for times) that you could make. We will usually email you back within one business day about which lab you will attend as your make up lab (eventually you will need to pick up a note from 2098 VLSB).

5. **LABORATORY** begins Tuesday Sept. 4th and will cover Safety and Equipment Use. See pages 1-28 of your Laboratory Manual. Read before the lab lecture. You must attend lab or you will be dropped.
6. Lab Exams: **Lab exam 1: Friday Oct. 19th from 6:30-8:30 PM.** Room(s) to be arranged. Lab Exam 2 will be held on your assigned lab day, within your three hour period (**Dec. 3rd - 7th**). There are no make-up lab exams, nor may you switch from your assigned section. Exam handouts will be given for each exam.
7. In the case of disruption of an exam (fire alarm, bomb threat, etc.) alternative arrangements have been made. These may include moving the exam to another location, and/or extending the time, and/or arranging an alternative exam date or format.
8. **Attendance:** You are required to attend your normally scheduled lab. However it may be possible to reschedule lab during the same week (see 4 on page 1). It is not possible to reschedule during the 2nd Lab Exam the week of **Dec. 3rd - 7th**.

LAB MATERIALS

Required textbook: Campbell, **Biology**, 7th edition only. The textbook packaged with the lab manual is cheaper than the textbook by itself.

Required Lab Manual: The required lab manual (2007/2008) is available at ASUC and Ned's. This is a new edition and you cannot use previous editions.

Required pre-labs and worksheets. These are available on our website or at Replica Copy, at 2140 Oxford (near Ben and Jerry's). It is actually much cheaper, faster and easier to buy a set at Replica Copy instead of printing them out.

Exam Reader: An exam reader with exams from past semesters is available at Replica Copy.

Required Course Notes: Handouts and images will be available on our website by 5 PM on the Friday before an upcoming Monday lecture.

GRADING PROCEDURE: Grades will be determined numerically as follows:

Laboratory & Discussion as follows:	
Lab Exam 1, 10/19 6:30-8:30 PM (covering labs 1 - 6)	100 pt's.
Lab Exam 2, 12/4-7 (covering labs 7 - 11)	84 pt's.
Lab Quizzes - 5 points given at the start of each lab (11 labs x 5 pts). The lowest score will be dropped, hence 10 X 5.	50 pt's.
Total: 234 pt's.	

Changes affecting the point distribution, the reading schedule, or other aspects of the syllabus may occur during the semester. We will inform you of any changes.

Grades are based upon EARNED points (not upon needs or wants). The guaranteed grades are:

A (some form)	100-90%	C (some form)	79-70%	F	59-00%
B (some form)	89-80%	D (some form)	69-60%		

However, in the event that some examinations have been unusually difficult, the cut offs for letter grades may be lowered (but only by a few percentage points, and as deemed necessary). Historically over 60% of the class **EARN** A's and B's.

LAB GRADE ADJUSTMENTS: Lab exam 2 and the quiz scores will be adjusted as necessary for each section. This will insure that no section has an advantage (higher quiz scores or higher lab exam 2 scores) nor has a disadvantage (lower quiz scores or lower lab exam 2 scores). They will be adjusted based upon lab exam 1 scores and will be adjusted to the **easiest** of the sections.

I GRADES: UC regulations require that a student has completed at least one-half of the material with a passing grade of C or better and the student presents documented medical evidence of their inability to complete the course on schedule. The student assigned an I grade must complete the work before the first day of classes in the Fall Semester of 2008, without including the course for units on the study list, or the I lapses to an F.

CHEATING: The rare student found cheating in the course will be reported to the University Student Conduct Office. An automatic 0 will be given on that assignment. **Cheating is not tolerated.** This includes ALL work—including pre-labs! Students repeating the class must do the work this semester and can not turn in work from previous semesters.

RECOMMENDATIONS: It is probably better for you to obtain letters from upper division classes, in the future, but we are willing to write letters.

HOW TO DO WELL

1. Come to lecture and take notes. Make sure you review them. Do the reading before lecture.
2. Keep up with the material. Do not fall behind. Seek help if needed. Do the reading before lecture and lab – that includes the assignments in your lab manual and in Campbell.
3. Clarify topics you do not understand by coming to office hours, forming a study group, or emailing your questions.
4. Use the exam reader, making sure you understand the reasoning behind the answers.

BIOLOGY 1A STUDY RESOURCES

The following is a partial list. Please take advantage of these resources. Additional opportunities such as faculty & graduate student reviews may also occur during the semester. Further information is available in the lab manual and the Exam Reader.

Lecturer Office Hr's: Office hours are typically held in 2084 or 2088 VLSB. M 11-12 AM, W 1-2 PM. Additional office hours may be held prior to exams or as requested.

Graduate Student Instructors Office Hr's (2084 VLSB): M 10-12, Tuesday 8:30-9:30, 1-2, 5:30-6:30, Wed 1-2, 5:30-6:30, Th. 8:30-9:30, Th. 1-2 PM, F 1-2 PM.

Student Learning Center (SLC, 189 Chavez Student Center): The SLC may offer student-led study groups and tutoring. See their website for more information (slc.berkeley.edu).

STUDY GROUPS: These are usually a great way to learn. I encourage you to form study groups, either within your lab or with students from other sections.

Tutor Services (fee): Formal tutoring (variable fees) from individuals may be available as the semester progresses. Contact Mike.

URLs: <http://mcb.berkeley.edu/courses/biol1a>, <http://webcast.berkeley.edu/courses/>.

Odd numbered labs are held in 2095 VLSB. Even numbered labs are held in 2097 VLSB.

Lab #	Time	Lab #	Time	Lab #	Time	Lab #	Time
101	T 9:30-12:30	107	W 9:00-12:00	113	Th 9:30-12:30	117	F 9:00-12:00
102	T 9:30-12:30	108	W 9:00-12:00	114	Th 9:30-12:30	118	F 9:00-12:00
103	T 2:00- 5:00	109	W 2:00- 5:00	115	Th 2:00- 5:00	119	F 2:00- 5:00
104	T 2:00- 5:00	110	W 2:00- 5:00	116	Th 2:00- 5:00	120	F 2:00- 5:00
105	T 6:30- 9:30	111	W 6:30- 9:30	121	Th 6:30- 9:30		
106	T 6:30- 9:30	112	W 6:30- 9:30	122	Th 6:30- 9:30		

Date	Lect #	Lecture Topic	Reading Campbell (7 th ed.)	Reading Lab Manual (2007-08)
Week 1. 8/27-8/31	1	Lab 1: Safety, & Equipment Use lecture.	pages 26-27, 86-89, 94-97, 384-390.	Pages 1-28.
Week 2 9/3-9/7		<i>No lab lecture.</i> Lab 1: Safety, & Equipment Use lab.	pages 26-27, 86-89, 94-97.	Pages 1-28.
Week 3 9/10-9/14	2	Lab 2: Ligation & Cells	Ch. 6., 384-390.	Pages 29-56*, 57-74. (focus on pages 29-32)
Week 4 9/17- 9/21	3	Lab 3: Transform, Enzymes.	pages 68-74, 77-86 & Ch. 8.	Pages 29-56*, 75-93. (*focus on pages 33-40)
Week 5 9/24- 9/28	4	Lab 4: Colony Isolation, Complementation I, Photosynthesis.	Ch. 10.	Pages 29-56*, 95-101**, 103-117. (*focus on pages 41-42, ** focus on pages 95-97)
Week 6 10/1 - 10/5	5	Lab 5: Plasmid isolation & digestion, Complementation II, Genetics & Mol. Biol. I.	Chs. 12-17, 346-350, Ch. 20.	Pages 29-56*, 95-101**, 119-128. (*focus on pages 43-49, ** focus on pages 98-100)
Week 7 10/8-10/12	6	Lab 6: DNA electrophoresis, Complementation III, GMB II	Chs. 12-18.	Pages 29-56*, 95-101**, 129-142. (*focus on pages 50-52, p. 101)
Week 8 10/15-19	7	Lab 7: Invertebrates I.	633-661, 820-827, 831-833, 844-855, 867-871, 884-887, 922-933, 1011-1012.	Pages 143-164. LAB EXAM 1 ON Friday, 10/19 6:30 - 8:30
Week 9 10/22-26	8	Lab 8: Invertebrates II.	656-669. Exam Handout.	Pages 165-176
Week 10 10/29-11/2	9	Lab 9: Anatomy.	855-862, 869-878, 886-889, 891-894, 931-936, 968-973.	Pages 177-186.
Week 11 11/5-9	10	Lab 10: Reproduction and Development.	968-975, 987-1001.	Pages 187-198.
Week 12 11/12-16	11	<i>NO lab due to 11/12 holiday.</i>		
Week 13 11/19-23	12	<i>Lecture Review: Q & A NO lab due to 11/22 holiday.</i>		
Week 14 11/26-11/30	13	Lab 11: Chordate Diversity.	671-701.	Pages 199-214.
Week 15 12/3-7	14	Lecture: Review & Q & A		Lab Exam II during your lab.