

Attendance: Attendance of the lecture is not required, but is *highly* recommended.
Please see the current University catalog for the class drop policy

Course Etiquette: Students are expected to be on time to class. It is very disruptive to both the instructor and the other students in the course to come in late. Cell phones must be turned **completely off** during class time. Failure to do so may result in confiscation of the cell phone until the end of class. Repeat offenders may be subject to loss of points in the course, which may impact the student's final grade in the course.

Exam Day Rules: On exam days, please place your backpack, including cell phone (turned off), in the front of class by the instructor. No hats are to be worn on exam day. The only items allowed at your desk are: pencil/pen, eraser, Scantron form, basic calculator (no cell phones, no graphing calculators). If you only have a graphing calculator, or forgot your calculator, you may check one out for \$ 0.50 at the 4th floor stockroom in Sequoia Hall **before the exam begins**. You will not be permitted to leave the room during an exam for any reason, including needing to go to the restroom/get a drink of water. If you do leave the classroom during an exam, your exam is over and must be turned in.

Homework: Homework will be assigned from each chapter through Sapling Learning and will be announced in class and posted on SacCT. Students will need to achieve 80% completion of the homework to get full credit for homework. Less than 80% completion will result in a zero for homework. It is **highly** recommended that the homework be completed for each chapter, as many of the quiz/exam questions will be based on skills learned by doing the assigned problems. You may also want to try the homework at the end of your book chapters for additional practice.

Instructions for setting up Sapling Homework:

1. Go to <https://www.saplinglearning.com/ibiscms/login/>
- 2a. If you already have a Sapling Learning account, log in then skip to step 3.
- 2b. If you have Facebook account, you can use it to quickly create a Sapling Learning account. Click "create account" located under the username box, then click "Login with Facebook". The form will auto-fill with information from your Facebook account (you may need to log into Facebook in the popup window first). Choose a password and timezone, accept the site policy agreement, and click "Create my new account". You can then skip to step 3.
- 2c. Otherwise, click "create account" located under the username box. Supply the requested information and click "Create my new account". Check your email (and spam filter) for a message from Sapling Learning and click on the link provided in that email.
3. Find your course in the list (listed by school, course, and instructor) and click the link.
4. Select your payment options and follow the remaining instructions.

Once you have registered and enrolled, you can log in at any time to complete or review your homework assignments.

During sign up - and throughout the term - if you have any technical problems or grading issues, send an email to support@saplinglearning.com explaining the issue. The Sapling support team is almost always more able (and faster) to resolve issues than your instructor.

Quizzes: Five quizzes will be given over the course of the semester. It is possible that a take-home quiz, or an online quiz in Sapling will be given instead of an in-class quiz. Take home quizzes will be due in the following class period and online quizzes will be open for a 24 hour period (announced in class). **You are not to work with your classmates, or anyone else on take-home/online quizzes.** In class quizzes will occur at the beginning of class and will be unannounced. There are no make-up quizzes/early quizzes given. Since one score is dropped, if you miss a quiz, it will be omitted from your grade. Subsequent missed quizzes will count as a zero. These quizzes will test you on the current topics covered in class for the week prior and will help to keep you up to date with the material and prepare for the exams by giving you practice

at working problems under a time limit (15 minutes). The lowest score for the semester will be dropped from your final grade, and as such, there will be no make-up quizzes. The format of the quizzes can be anything (essay, short answer, mathematical problems, etc.).

Exams: Exams will be based on the lecture, assigned reading, handouts, and homework. The format is the same as for quizzes, but the questions will be more challenging, as you will have had more time to study the material than you have for a weekly quiz. Some questions will also require that you can put multiple lecture concepts together to answer them correctly. **Attendance is required!!** If you must miss an exam for a good reason (ie. Illness) a doctor's note or other evidence of a valid excuse will be required **within one week of the missed exam**. There will be no make up exams. A student with an excused absence will make up the points on that material from the final exam. If an unexcused absence occurs, the exam score will be counted as a zero.

How to Prepare for Quizzes and Exams:

- Attend class every day.
- Come to class prepared. This means reading ahead in the textbook. Take notes as you read, this will help you to formulate questions later, and also helps you to better retain the information.
- After class, recopy your notes (within *hours*, not *days*). Add in additional information gleaned from your reading to make the notes more comprehensive.
- Do the assigned homework.
- Read the chapter summaries. Do you understand everything?
- You might want to check out the website for the textbook as well. It contains a lot of useful study tools and some molecular viewing programs. The website is <http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470547847&bcsId=6982>
- Get into groups to study. You will get different benefits from this than from exclusively studying alone. You will also find that you will have different strengths and weaknesses than other students, so it is mutually beneficial to all.
- Come to office hours and get help when you need it. I won't know what you are having difficulties with unless you say something (or until exam time rolls around...).
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Grading Policy: Extreme care will be taken with the grading of your quiz/exam materials in this course. One page is graded at a time for all students, ensuring the utmost in consistency for partial credit assignment. If you detect a mistake in the grading, such as an addition error, please bring it to my attention immediately, and it will be resolved. If, however, you feel that you deserve a greater amount of partial credit than what you were given, I reserve the right to re-grade the entire exam, which may result in a lower overall score.

Cheating: Cheating in any form will not be tolerated. Cheating involves having extraneous notes, in written form or stored in a programmable calculator, looking at someone else's exam paper, or alteration of a graded question(s) with submittal for a re-grade. If a student is caught cheating, I will deal with them in the harshest manner possible, given the nature of the offense. At the bare minimum, the score for the assignment the student was caught cheating on will become a zero and will count towards their final grade. At the maximum, the student will be reported to the Office of Student Affairs, where they may face sanctions against them, such as probation, or expulsion from the University. It is up to my discretion as to which path I will take in dealing with an incidence of academic dishonesty.

Tentative Lecture Schedule:

Week of:	Monday	Wednesday	Friday
9/2 (1)	Labor Day-NO CLASS!	Introduction & Diagnostic quiz	Chapter 2: Water: Physical properties 1 A-D
9/8 (2)	Chapter 2: Water: Chemical properties 2 A-C	Chapter 2: Water: Buffers More practice!!!	Chapter 4: Amino acids: Structure 1 A-C
9/15 (3)	Chapter 4: Amino acids: Properties, stereochemistry, nomenclature 1 D-E, 2	Chapter 4: Amino acids: Derivatives 3 A-B	Chapter 5: Proteins: Diversity and purification 1, 2 A-C
9/22 (4)	Chapter 5: Proteins: Electrophoresis, ultracentrifugation, sequencing 2 D-E, 3 A-B	Chapter 5: Proteins: Sequencing, mass spectrometry, protein evolution 3 C-E, 4 A-B	Chapter 6: Proteins: 2° structure 1 A-D
9/29 (5)	Chapter 6: Proteins: 3° structure 2 A-E	Exam #1: Chapters 1, 2, 4, 5	Chapter 6: Proteins: 4° structure, stability 3, 4
10/6 (6)	Chapter 6: Proteins: Folding, chaperones 5 A-C	Chapter 7: Mb and Hb: Structure, cooperativity in Hb 1 A-C	Chapter 7: Hb: O ₂ binding, mutations, Antibodies: Structure 1 D-E, 3 A-B
10/13 (7)	Chapter 11: Enzymes: Classification, characteristics, specificity, cofactors 1 A-C	Chapter 11: Enzymes: Mechanisms 2, 3 A-E	Chapter 11: Enzymes: Lysozyme mechanism 4 A-B
10/20 (8)	Chapter 11: Enzymes: Serine proteases, zymogens 5 A-D	Chapter 12: Enzymes: Reaction order, Michaelis-Menten kinetics 1 A-D	Chapter 12: Enzymes: Inhibition, plots 2 A-C
10/27 (9)	Chapter 12: Enzymes: Control, drug design 3 A-B, 4 A-D	Chapter 8: Carbs: classification, Drawing, derivs 1 A-C	Chapter 8: Carbs: di-oligosaccharides/reactions/polysaccharides 2 A-D
11/3 (10)	Chapter 8: Carbs: glycoproteins, Functions 3 A-D	Exam #2: Chapters 6, 7, 11, 12	Catch up day-topic TBA

Week of:	Monday	Wednesday	Friday
11/10 (11)	Chapter 9: Lipids: Classification 1 A-C	Chapter 9: Lipids: Classification, bilayers, 1 D-F, 2 A-B	Chapter 9: Lipids: Membrane structure 3 A-B, 4 A-C
11/17 (12)	Chapter 9: Lipids: Secretory pathway, vesicles 4 D-F	Chapter 10: Membrane Transport: Passive 1 A-E	Chapter 10: Membrane Transport: Active 2 A-D
11/24 (13)	Catch up day-topic TBA	Chapter 3: Nucleic acids: Structure, function 1, 2 A-C	Thanksgiving Break, NO CLASS!
12/1 (14)	Chapter 3: Nucleic acids: Sequencing/cloning 4 A-E, 5 A-D	Exam #3: Chapters 8-10	Chapter 24: Nucleic acids: DNA helix, stabilization, RNA structure 1 A-D, 2 A-C
12/8 (15)	Chapter 23: Nucleic acids: Chromosome structure 5 A-B	Semester Wrap up	Semester Wrap up
12/15	Final Exam Week	Comprehensive Final: 8- 10 AM	Final Exam Week