

Frequently Asked Questions: Zoology 1114, IntroZoo, Spring 2004

Welcome to Intro Zoo!

Biology permeates our lives. It is almost impossible to listen to the radio without hearing about new fossils that are reshaping how we view the history of life, new findings that suggest how to live longer, healthier lives, and new facts about the complex ways that humans interact with the rest of the biosphere. In this course we will explore what biologists know and why they know it. In the process we will get to know better how science is one, powerful way of understanding the world, and why biologists dedicate their lives to unraveling the mysteries of life on earth.

How do I talk to someone about the course?

Intro Zoo has its own email. Its zoo1114@ou.edu. This is the best way to reach us.

Your **professor** is Michael Kaspari, Associate Professor of Zoology. You can arrange an appointment by sending him an email at the above address. I'm also usually available before or after lectures and can help answer your questions then.

Your **graduate TA** is Dave Gillette, also from Zoology. He can be reached at our email, before or after lectures, and during his ZAP hours.

Your **ZAP teaching assistants** are a free tutoring service offered by the Department of Zoology. They are highly experienced undergraduate teaching assistants and volunteers. The hours that tutors will be available will be posted once their own schedules are determined (during the second week of the semester). The schedules will be announced in class and will be posted outside the Zoology 1121 laboratories and the Zoology Advising Office (Richards, room 209).

When and where does class meet? Can I switch between the Wednesday lectures?

When you sign up for the Intro Zoo lecture, you sign up for section 1 or 2. Both meet at the same time on Tuesdays and Thursdays (10:30-11:45 in Dale Hall 200). They meet separately on Wednesday (Section 1 at 10:30-11:20, Section 2 at 2:30-3:30). It is generally OK to attend either Wednesday lecture, regardless of the section you belong to.

How do I change lab sections?

We can't help you there. The IntroZoo lectures (ZOO1114) and labs (ZOO1121) are run separately.

When are the exams? I need to drop the course. What material do you cover?

Check the attached syllabus for exam times and important deadlines.

What do I need to buy?

- 1) Our textbook is *Biology*, 6th ed. 2002. McGraw Hill. Peter Raven and George Johnson. It should be available used in the campus bookstores.
- 2) You will need to bring to class a packet of *100 lined 3x5 index cards*.
- 3) You will need to bring to class 20 scantron sheets (NCS test sheet, form 95946, available in the scantron shelf of the bookstore, labeled ZOO1114).

How do I access IntroZoo online?

This course is managed online using Blackboard (<https://ou.blackboard.com/>). I will send out emails, post your weekly assignments, old exams and other preparation materials.

To logon you use your 4+4 and your OUNet password. Your 4 x 4 is the first four letters of your last name plus the last four numbers of your Social Security Number (e.g., KASP1234). If a user's last

name contains less than four letters, all the letters are used in the OUNetID - the OUNetID is simply shorter.

Blackboard site also allows *me* to email *you* with important announcements and, grade information, etc. **However, Blackboard only knows the email registered in your name at the University of Oklahoma.** If you use a different Internet Service Provider for email, you need to notify OU or I will not be able to reach you. Luckily, this is easy to do.

1. Go to www.ou.edu/helpdesk
2. Click "Your OUNet account".

If you don't know your password, contact the Technology Information Center (TIC) at 325-INFO (325-4636). You can also go to the TIC in person. It is located on the second floor of the Engineering Lab building. The Engineering Lab is located on the southeast corner of Asp and Felgar (across from the student union). The TIC is open from 8AM until midnight, Monday through Friday.

How can I access online lecture notes?

On our weekly class Blackboard page, you can access and download PDF files for most course lectures. These are usually available by Sunday 6:00PM before the lectures, and not later than 2 days before your lecture. Please note that I structure the course content, delivery speed, and class exercises around these notes, so they are a key part of your learning experience. **Please bring them to class.**

What is a PDF file? Why can't my computer read or download the online lecture notes?

Lectures are PDF files--a standard printable format that require Adobe Acrobat Reader, free software that is installed on OU computers and can be downloaded from the following website: <http://www.adobe.com/products/acrobat/readstep2.html> . OU computer labs are one handy place to download lecture files. They are all over campus (for locations use the OU helpdesk above).

How do I calculate my grade?

Your course grade is based on 500 total points, distributed between three midterm exams (100 points each), scantron quizzes on non exam weeks (100 points) and a comprehensive final exam (100 points). Grades will be assigned according to the following scale

A	90% or above	450 to 500 points
B	from 80 up to 90%	400 to 449 points
C	from 70 up to 80%	350 to 399 points
D	from 60 up to 70%	300 to 349 points
F	Less than 60%	<300 points

In the event of a class average less than 75% points at the close of the semester, grades will be "curved" by adding the necessary points to reach an average of 750. Since we have a redemption policy (see below), individual exams will **not** be curved.

What are the exams like?

Intro Zoo exams consist of 25 multiple choice questions, scantron graded. You have about 1 h and 15 minutes to take these exams. An answer key is posted online with a few hours of exam. I have scheduled some review time for each Wednesday prior to an exam.

Ooops. I really bombed one of my exams. Now what?

Welcome to IntroZoo's "Redemption Policy". Because everyone has a bad day once in a while, and because some concepts may take some of us longer to grasp than others, we have built into the grading system a way to "redeem" a low midterm exam score. The final exam will include material covered after the third midterm as well as material comprehensive to the entire course. The

comprehensive portion will be divided into three equal sections, representing material relevant to each of the three midterm exams. Should your percentage score on any one of these sections be higher than your percentage score on the corresponding midterm, we will adjust your midterm grade up to the higher percentage. ***We will, however, only grant you one improvement -- your highest.***

Ooops. I missed an exam. Now what?

No make-up examinations are given in IntroZoo. It is therefore crucial that you attend all scheduled examinations. If for some unforeseen reason you are unable to attend a midterm exam, an “a” (for absent) will be marked in the grade book for that exam. Your grade for the missed exam will then be determined based on your performance on the relevant material in the comprehensive portion of the final exam. **So a missed exam basically uses your one Redemption. If you miss an exam, you cannot take advantage of the improvement policy described above.** This policy applies for only one missed exam, a grade of zero will be recorded for any additional missed exams.

What are the quizzes like?

Quizzes over the lecture and readings will happen with great regularity. This is what your 20 scantron sheets (NCS test sheet, form 95946, available in the scantron shelf of the bookstore, labeled ZOO1114) are for and why it is **important to always bring these to class.** The quizzes consist of about 5 questions. You are **encouraged** to talk to your classmates during the quizzes, in order to come up with the best answer. I will drop the two lowest quiz grades. You cannot make up a missed quiz.

Why do I need to bring 3x5 file cards to class?

During almost every lecture there will be some writing or drawing assignment or brainstorming session with your colleagues. These assignments are turned in at the end of class and give me valuable feedback, and give you a break from a droning lecture

Is there extra credit?

We will have occasional fun extra credit contests. They will be announced in class.

I want to do well in IntroZoo. Got any tips?

Here are my top ten ways to do well in Intro Zoo.

Number 10: Use vocabulary flash cards.

I know, its old as the hills, but it really works. Each week you’ll be given a list of vocabulary. Write the term on one side and its definition, an example and, if possible a sketch of the thing.

Number 9: Allocate the time.

To learn anything worthwhile requires repeated exposure and practice. Note that OU expects you to spend 2-3 h of study time *outside of class* for each credit hour!

Number 8: Practice the study questions.

Each week I will assign a handful of study questions from your reading. These allow you to practice what you know. Write out a one paragraph answer, and bring it to the ZAP room.

Number 7: Email questions to zoo1114@ou.edu

If you are having difficulty with a concept that you want me to review email me 24 h before the next lecture. I’ll do my best to cover these questions at the beginning of lecture.

Number 6: Read the book.

Yeah, I know. Another piece of advice that is old as the hills. But the book is fair game on the exam, has examples that are not covered in lecture, and is an alternate way of conveying the same facts as the lecture.

Number 5: Find a study group or study partner.

It's long been known that folks who find a "work-out buddy" get fit faster, are less likely to skip their workouts, and enjoy their workouts more. The same is true for study partners. Use the discussion forum in Blackboard to post times and places you'd like to set up for study sessions.

Number 4: Download the study notes and bring them to class.

I have found that folks who bring the study notes to class are able to spend more time listening and less time writing. They are not carbon copies of the lecture, and so cannot replace the lecture. But they are a perfect complement to the lecture.

Number 3: Attend lectures

Folks who regularly attend my Intro Zoo lectures on average do **one letter grade better** than those who regularly miss lectures, relying on downloaded notes, the textbook, and ZAP.

Number 2: Draw

Much of IntroZoo is about process (natural selection, the cell cycle, mitosis, nutrient cycling, feedback systems). Processes are often times best "pictured". Draw the processes while you study them, recreate some of the images from lecture. This way you are using your whole brain to study the material.

Number 1: Use the ZAP room.

Dave Gillette and the ZAP team know the material and are there to help you understand it. Schedule an hour a week to get feedback.

Other Important Information

Reasonable Accommodation: Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

Academic Misconduct Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any other action that may improperly affect the evaluation of your performance. It also includes assisting others in any such act or attempts to engage in such acts. Penalties may include grade penalties and disciplinary action from the University's Academic Misconduct Board. For more on academic misconduct, visit the following website:

<http://www.ou.edu/provost/integrity/>.

Introductory Zoology- Spring 2004

Date	The Weekly <i>Big Concept</i>	Lecture Topic
Tu 1/13 W 1/14 Th 1/15	Introduction	Course overview and the search for truth The building blocks of the universe Why do drugs work? Macromolecules
Tu 1/20 W 1/21 Th 1/22		Membranes Darwin's dangerous idea Natural Selection and Behavior
Tu 1/27 W 1/28 Th 1/29	Why is there such variety in life?	Speciation Great Transformations The Invertebrates
Tu 2/3 W 2/4 Th 2/5		NO LECTURE—Museum Exercise Due in class 10Feb Why Sex? The Vertebrates
Tu 2/10 W 2/11		Natural Selection Exam Review
Th 2/12		Midterm 1
Tu 2/17 W 2/18 Th 2/19	Why do we get sick? V1.	Age and Evolution Bacterial Diversity Infectious Disease
Fr 2/20	Final day for automatic grade of W if dropping course.	
Tu 2/24 W 2/25 Th 2/26	Why life got big	Origin of Eukarya Building Eukaryotes Evolution of Animals
Tu 3/2 W 3/3 Th 3/4	Why do we get sick? V2.	Building multicellular organisms Mitosis Mitosis and Cancer
Tu 3/9 W 3/10		History of Sex Exam Review
Th 3/11		Midterm 2
3/13-21	Spring Break	
Tu 3/23 W 3/24 Th 3/25	Why you look like your parents	Meiosis Mendel's Great Discovery Applying Mendel's Great Discovery
Tu 3/30 W 3/31 Th 1/1		Applications and Introduction to DNA DNA—The molecule of the 20 th century RNA
Tu 4/6 W 4/7 Th 4/8	Life's building code	One gene One Polypeptide Mutations Homeostasis
Tu 4/13 W 4/14 Th 4/15		Signaling Nerves and Drugs Drugs and the Senses
Tu 4/20 W 4/21		Pheromones (W) Exam Review
Th 4/22		Midterm 3
Tu 4/27 W 4/28 Th 4/29	Challenges ahead for <i>Homo sapiens</i>	Human Population Biology Extinction Finals Review
Th 5/3		Final Exam, 8:00-10:00am

