

BIOL 1020 Syllabus – Winter 2011

CLASS OUTLINE AND EVALUATION

General Objectives

After completing this class you'll be able to:

1. Use what you have learned as a basis for pursuing further studies in the biological sciences.
2. Describe the process of scientific discovery as it applies in biology.
3. Provide and make use of precise definitions.
4. Locate and make use of relevant academic resources.
5. Consider objectives of an experiment, conduct observations, assess results, and write a report, citing references appropriately.
6. Discuss some of the biology involved in topical social issues (e.g. cloning, genetic engineering, disease, environmental issues) and use what you have learned as a basis for informed citizenship.

Schedule and Calendar

For complete details about the class schedule and deadlines, download the Calendar via the File icon in the Action Menu, above right. Note that some aspects of the class (such as assignments and assessments) may be temporarily hidden from you while revisions are in progress, but all relevant deadlines are included in the Calendar.

During the summer term, a combined calendar with deadlines for both BIOL 1020 and BIOL 1021 is available for the convenience of those students who are taking both classes concurrently. You may use whichever calendar suits you better.

Lessons

Unless otherwise indicated, all lessons are available at all times and you are free to review them whenever you like. Lesson assignments and quizzes, however, have fixed due dates and times, typically **11:30 pm Atlantic time** on their specified due dates (refer to the Calendar).

Term Project, Science Writing, and Hands-On Labs

Submissions related to these components of the class are also due at 11:30 pm Atlantic time on their specified due dates. For complete details, refer to the respective modules, accessible from the Home Page.

Exams

The midterm exam is generally scheduled for a weekday evening during the week of **Lesson 6**. In the Fall and Winter terms, the final exam is scheduled during the [final exam period](#) by the Registrar's Office. [Final exam schedules](#) are usually posted by the Registrar by the 5th or 6th week of term. In the Summer term, the final exam is delivered during the last week or within 7 days of the last day of class.

Exam times and locations will be posted in the Calendar when they become available.

For more information about exams, see the **Distance Education and Proctored Exams** and **Make-Up Exams and Special Arrangements** content pages later in this Syllabus.

Grading Scheme

Class Component	Marks Assigned	Details
Lesson Quizzes	5	- 11 quizzes at 0.5 marks each; lowest mark dropped - 2 attempts per quiz, higher score counts
Lesson Assignments	5	- 6 assignments at 1 mark each; lowest mark dropped - graded pass/fail: students receive 0 or 1 mark per assignment
Hands-On Lab	2	- one hands-on lab that is done at home
Term Project	10	- consists of an online experiment and a final report - see the Term Project module on the Home Page for full details
Science Writing	3	two exercises: 1. Citation Style (1 mark) 2. Style of Scientific Papers (2 marks)
Midterm Exam	20	- covers Lessons 2-5 inclusive plus specified Term Project material

		- multiple-choice - 1.5 hours
Final Exam	55	- covers Lessons 6-12 inclusive plus specified Term Project material (about 90%) and Lessons 2-5 (about 10%) - multiple-choice - 3 hours
Total	100	
Participation Bonus Marks	3	- maximum 1 mark per unit for contributing to discussions (see below)

Adjustments and Bonus Marks

Midterm Exam

If your mark on the final exam is better than your mark on the midterm exam (both expressed as a percent), then your midterm exam mark will be raised by the following formula:

$$\text{Adjusted midterm grade (\%)} = [\text{original midterm grade (\%)} + \text{final exam grade (\%)}] / 2$$

In other words, the adjusted midterm exam mark is the average of the original midterm exam mark and the final exam mark.

NOTE: Your midterm exam mark will only be adjusted IF you have written your midterm exam. If you have no valid and documented reason for missing your midterm exam, your midterm exam mark will remain at 0.

Participation Bonus Marks

You can earn up to one bonus mark per unit for contributing posts to the Discussion board. Marks will be awarded for contributions such as:

- asking thoughtful questions related to the lesson content
- answering other students' questions related to the lesson content
- responding to questions posed by the TA
- responding to other students' answers to questions (to correct or elaborate on a point)

- sharing references to books, journals, magazine and newspaper articles, websites, etc. of relevance to the current lesson or unit, with thoughtful commentary on the content and/or relevance of the item

The bonus marks are intended to encourage discussion of **lesson content**; thus, not all posts are automatically eligible for bonus marks. They will NOT be awarded for questions about administrative or technical matters, questions or comments that are submitted to the instructor or TA via the Mail tool, or posts that do not observe the rules of netiquette as outlined in this Syllabus.

Evaluation of discussion posts for bonus marks is at the discretion of the TA.

Penalties for Late Work

(1) Lesson assignments, preliminary Term Project submissions, Science Writing submissions, and quizzes **are not accepted late for any reason**. Marks lost due to missed submissions can be recovered by earning bonus marks on the discussion board, and by taking advantage of Mulligan Day (below).

(2) The **Term Project Final Report** and the **Hands-On Lab** will be accepted late with a penalty of 25% per day. In other words, if, for example, the final report is received the day after it is due, 25% of the final mark will be deducted; if it received two days later, 50% of the final mark will be deducted, etc.

IMPORTANT: In the Assignments tool, there is a 'Due date' and a 'Cutoff date' for the Term Project Final Report and the Hands-On Lab submissions. **The DUE DATE is when you need to submit the assignment without incurring a late penalty, NOT the cutoff date.** (The cutoff date is the last date that a late submission will be accepted.) Submissions received between the due date and the cutoff date will be considered late and penalized accordingly.

NOTE: User-end technical problems are NOT considered to be valid excuses for submitting late work. Refer to the "**The Computer Ate My Homework**" content page later in this Syllabus.

Mulligan Day

In BIOL 1020 we have a Mulligan Day on or near the last day of class for the term (see the Calendar for the exact date). On Mulligan Day you may submit any ONE lesson assignment that you may have missed. Mulligan Day applies only to lesson assignments that have not been previously submitted (in other words, you can't submit a previously marked assignment on Mulligan Day in the hopes of earning a better mark). The Hands-On Lab, Term Project, and Science Writing activities are NOT eligible for Mulligan Day submission.

Final Grade Conversion

We use the same letter-grade equivalents as those used in BIOL 1010/11, i.e.:

Final Mark (percent)	Final Grade	Final Mark (percent)	Final Grade
90.0 - 100	A+	60.0 - 64.9	C+
85.0 - 89.9	A	57.0 - 59.9	C
80.0 - 84.9	A-	55.0 - 56.9	C-
75.0 - 79.9	B+	50.0 - 54.9	D
70.0 - 74.9	B	less than 50.0	F
65.0 - 69.9	B-		

Textbook: *Biology Concepts and Connections*

Biology Concepts & Connections, Sixth Edition
published by Benjamin Cummings (Addison Wesley, Pearson Education)
AUTHORS: Campbell, Reece, Taylor, Simon, Dickey

The textbook comes with access to the publisher's supporting website ([Campbell Gateway](#)).

To access the publisher's website, go to the Campbell Gateway, click on the icon matching your textbook cover, and use the access code located on a page *inside* the textbook. (**NOTE:** The access code required to access this class site is not the code located in the first pages of the textbook, but is found in a separate cardboard envelope packaged with the textbook.)

Biology (the textbook used in BIOL 1010 and BIOL 1011) and older editions of *Biology Concepts and Connections* are not supported in this class. Students who use textbooks other than the 6th edition of *Concepts and Connections* are responsible for the learning objectives and supplementary class material on the examinations. For more information, please see the FAQs in the Course Menu, at left.

POLICIES

Student Responsibilities

Participation

BIOL 1020 is a flexible but highly structured class. You are expected to check in frequently and submit work on a weekly basis. Taking a class online is not necessarily easier or faster than taking the course in a regular classroom. It could take as much or more time than a face-to-face class -- the convenience is that you don't have to come to campus to attend class/lab at a set time every week. We think of it as a "work at your own location" (rather than a "work at your own pace") class.

You are **EXPECTED** to:

- submit all assignments and quizzes by the posted deadlines.
- log on several times per week to check for messages and announcements from the instructor and TA.
- read and study the assigned readings for each lesson.
- review the content pages for each lesson. In many lessons, supplementary materials and instructions **for which you are responsible** are included on content pages of the lesson, but do not appear in the textbook.
- read all of the posts in the 'From the Instructor' forum, and check your BLS/OWL mail messages regularly.
- contact the instructor with information about your proctor well in advance of the scheduled exam time (distance education students only; see **Distance Education and Proctored Exams** in this Syllabus).

You are **ENCOURAGED** to:

- contribute to the Discussion board by posting questions, comments, ideas, and responses to other students questions, comments, and ideas.
- provide feedback on your learning experience by way of internal BIOL 1020 surveys that will be offered during the term, and an external Student Rating of Instruction questionnaire that will be offered near the end of term.

Each week expect to spend:

- 1-2 hours reading lesson content pages
- 3-5 hours on textbook readings
- 1-2 hours preparing assignments
- 1 hour (maximum) on lesson quizzes
- 1-2 hours per week (on average) on Term Project submissions
- time reading and responding to discussion posts

In other words, schedule 7-13 hours per week for this class. Some weeks you'll be at the lower end of the scale, some weeks you may go over. It depends on your background experience, learning style, and how well you take to the material.

Absences

Alternate arrangements for submitting class work may be considered in the following cases:

- You experience an illness or injury that prevents you from completing your work over an extended period of time. In this case you **MUST** (1) contact the instructor at the time of your illness, and (2) provide a medical certificate that states that your illness/injury rendered you unable to participate in class. Retroactive medical certificates will not be accepted if you did not notify the instructor at the time that you were ill. Grades for incomplete class work will stand at zero until a valid medical certificate is provided.
- An anticipated extended absence (such as for medical treatments or professional/academic obligations), **IF** you notify the instructor **IN ADVANCE**. Normally, you will be expected to submit your work early whenever possible, but alternate arrangements may be considered depending on the circumstances.

Dropping the Class

Failure to participate does not constitute withdrawal from this class. If you want to drop the class, you must do so in person at the Registrar's Office, or via [Dal Online](#). See the current [Academic Dates](#) for the relevant deadlines.

"The Computer Ate My Homework"

BLS/OWL is a robust course management system; in our experience, the vast majority of technical problems that students experience are user-end (rather than server-end) and can be prevented.

To avoid having to say "the computer ate my homework", you are **EXPECTED** to take the following measures:

1. **Ensure that you have access to a stable internet connection for the purposes of taking this class.**
2. **Upgrade your browser and plug-ins to the recommended versions.** Use the Check Browser function on the BLS/OWL log-in page to ensure that your computer is configured correctly.
3. **Run regular virus checks on your computer** and de-fragment your hard drive.
4. **Back up your work in a remote location (CD or other).** If your computer crashes, you'll be ready to jump onto another. You can mail documents to yourself via the Mail tool, or use the My Files function to store your work on the BLS/OWL server. If you're using several computers to access the course, this would be a good, safe place to keep copies of your work.
5. **Arrange for access to an alternate computer in the case of emergencies.** For example, public libraries provide computer and internet access. Perhaps a relative or friend will let you come

over for a few hours in a pinch. But before that first emergency, make sure your alternate computer has the software and browser that will do the job. Log into the course and try out a couple of tools. If your alternate computer is in a public library, which may allow only time-limited access, discuss your situation with the librarian in advance. Chances are s/he will make an exception if you're having an emergency.

If you're having technical problems, let the instructor know as soon as possible.

IMPORTANT: All submissions are time stamped according to the BLS/OWL server's clock, which is set to Atlantic Time. If you are taking this class from another time zone, please factor in the time difference accordingly when submitting your work.

We strongly recommend that you **DO NOT WAIT** until a few minutes before an assignment or quiz is due to attempt to submit it. If your watch or your computer's clock is even a few minutes out of sync with the BLS server, you risk running out of time. Similarly, if anything else goes wrong, there will not be enough time to contact your TA and make alternate arrangements for submission.

And Because It Can't Be Overstated...

Except for those assignments for which we explicitly accept late submissions (at a penalty; refer to the Grading Scheme page in this Syllabus), **late assignments and quizzes ARE NOT ACCEPTED for any reason.**

But...

"I was out of town for the weekend and didn't have access to the internet."

If you have an anticipated absence, submit your work early. If an unanticipated event prevents you from submitting your work, you can recover lost marks by earning bonus points on the discussion board.

"I tried to submit my assignment, but something went wrong and then I ran out of time."

Flirt with deadlines at your peril. We might be able to help you with technical problems, but not if you don't leave enough time to contact us and receive a response.

"My computer crashed."

This is a problem with which we sympathize. Nonetheless, you should have your work backed up remotely, so that you can submit it via another computer. (The instructor has contingency plans, too!)

Bottom line: quizzes and assignments have to be due at some specified time, but that does not mean that you are obliged to wait until that time to submit. All assignments and quizzes may be submitted well in advance. You can even retrieve your assignments, revise them, and resubmit

them as many times as you like before the due date (TAs will not mark them until after the due date has passed). **You are expected to make every reasonable effort to submit your work on time, and accept the loss of marks in the event that you cannot.**

Distance Education and Proctored Exams

The midterm and final examinations are delivered on campus. If you live within the Halifax Regional Municipality, you are expected to write your exams in person (extenuating circumstances excepted, see **Make-Up Exams and Special Arrangements** on the next content page). For our purpose, we consider 'distance education' (DE) students to be those who are taking the class from a location at least 30 minutes' drive from the metro HRM area.

Proctored Exams

If you are a DE student, you are eligible to write your exams off-campus, under the supervision of a proctor. (You may choose to travel to campus to write your exams on campus if you wish.)

Eligible Proctors

An eligible proctor must:

- be a public librarian OR a teacher, administrator, librarian, or counselling/student services staff member at an academic institution (including elementary, secondary, and post-secondary schools)
- be currently employed at his/her institution
- have an active institutional e-mail address and telephone number

In addition, proctors cannot be related to you by blood or marriage, nor can they be anyone with whom you have an ongoing personal or professional relationship, such as a friend, coworker, or your boss. If you're having trouble finding a proctor, contact the instructor as soon as possible.

If you are eligible to write a proctored exam, it is YOUR RESPONSIBILITY to locate a suitable proctor and notify the instructor at least two weeks prior to the scheduled examination date. The best way to find a proctor is to call the registrar or administrative office of a local academic institution. Some proctors may charge you a fee for the service (\$5-50); you are responsible for paying this fee.

Proctor Information Required

To submit information about your proctor to the instructor, fill out the appropriate Proctor Information Survey, available via the Assessments icon in the Action Menu on this page, or via the Assessments link in the Course Menu. In addition to questions about you and your location, you will be asked to provide the following information in the survey:

- the proctor's full name, including an honourific (Mr., Ms. Dr., etc.) where applicable
- the proctor's professional affiliation, including his/her job title and institution where s/he is employed
- the proctor's **institutional** e-mail address (i.e., not yahoo, hotmail, gmail, etc.)
- the proctor's **institutional** telephone number, including the country code if outside of Canada and the United States
- the date you have arranged to write the exam (which may be on the scheduled exam date, or one day before or after)
- the time you have arranged to write the exam (give both the local time and the Atlantic Standard Time, if you are outside of the Halifax time zone)

This information is due **IN FULL** at least two weeks prior to the scheduled exam date, and must be submitted for each exam that you take online, even if you use the same proctor for both exams. **Students who submit incomplete or late proctor information will have marks deducted from their exams;** see 'Penalties' below for full details.

You have a 2-day window around the exam date (i.e., one day before and one day after) in which to schedule the proctored exam.

Respondus LockDown Browser

Students writing the exams under the supervision of a proctor will write their exams **online**, using the Respondus LockDown Browser (free). Instructions for downloading, installing, and testing the browser are available by clicking on the File icon in the Action Menu on this content page.

The Respondus LockDown Browser may be downloaded and installed at any time prior to the exam date. **It is strongly recommended that you attempt to download, install, and test the browser well in advance of your scheduled exam time.** See the instructions document for full details.

When you make your proctor arrangements, please ensure that your proctor is aware that you will be writing the exam online, and that software will have to be installed in advance on whatever computer you have agreed to use to write the exam. This may be your own computer, or one accessible to your proctor.

Penalties

It is **CRITICAL** that you communicate with the instructor in a timely manner regarding proctored exams. The following disincentives apply:

- **A 20% deduction from your exam mark** if you do not submit your proctor information, **IN FULL**, at least two weeks prior to the scheduled exam date.
- **Forfeiture of the exam** if you fail to submit your proctor information before the scheduled exam date.

Make-Up Exams and Special Arrangements

As per Section 16.8 of Dalhousie's [Academic Regulations](#) (see also [University Regulations - Policy for the Scheduling of Classes/Examinations](#)), arrangements for missed exams and other work are made at the instructor's discretion. In this class, except where noted, assignments and quizzes cannot be submitted late or made up for any reason, including short-term illness (see the **Grading Scheme** and "**The Computer Ate My Homework**" content pages in this Syllabus for full details).

The proctor arrangement is for distance education students only, and is not offered or intended as an option for students who live in or within 30 minutes' driving distance of the metro Halifax area. Local students are expected to make every reasonable effort to attend the exams on campus at their scheduled times.

Midterm and Final Exams

There are no automatically scheduled make-up exams for the midterm and final, but make-ups and alternate arrangements may be considered at the instructor's discretion in cases of sudden illness or injury, or anticipated absences for medical, professional, or academic commitments. Any request to write a make-up exam must be accompanied (or followed) by appropriate documentation and meet the conditions outlined below.

Sudden Illness or Injury

If you are ill or injured prior to the exam and your illness/injury prevents you from writing it at the scheduled time, you must: (1) contact the instructor (via BLS mail or phone) on the day of the exam and (2) within one week of the scheduled exam date, provide medical documentation. Your exam mark will not be released to you until documentation is received.

Anticipated Absences

If you have a scheduled medical procedure, professional commitment, or academic commitment (including varsity sports) that conflicts with the exam, you must notify the instructor (privately; via BLS mail) as soon as possible **IN ADVANCE**, and supply documentation from a doctor/your employer/coach within one week of the scheduled exam date. Your exam mark will not be released to you until documentation has been received.

Travel

Personal travel plans are NOT considered a valid basis for requesting to write a make-up exam, and students are asked not to make travel plans, particularly for the end of term, until the [final exam schedule](#) has been posted by the Registrar's Office (normally by the 4th-5th week of term). For more information, refer to the university's [Policy for the Scheduling of Classes/Examinations](#) (scroll to 'Requests for An Alternative Final Examination Time').

Students With Disabilities

If you have a documented physical or learning disability and require special accommodations to write your exams, you should contact Dalhousie's [Student Accessibility Services](#) as early in the term as possible. Accommodations may include tutoring referral, assistive technology, extended times and/or quieter locations for tests, assistance in Canada Study Grant Programme applications, and referrals to other resources.

Students with disabilities are encouraged to register as quickly as possible at Student Accessibility Services if they wish to receive academic accommodations. To do so please phone 494-2836, email access@dal.ca, drop in at the Mark A. Hill Accessibility Centre (at the end of University Avenue, near the Killam Library). Students are also reminded that, for your convenience, all forms are now available on the SAS website.

SAS requires a minimum of 14 days' advance notice from students who require exam accommodations.

Pandemic H1N1 Influenza Advisory in relation to Academic Continuity

In the event of an escalation of the pandemic H1N1 influenza virus, the University may need to authorize Academic Units to change elements of class schedules and/or evaluation plans as outlined in course syllabi. Any change is intended to support the primary goal of reducing the risk of spreading a pandemic influenza among students, faculty and staff.

Although it is difficult to predict the severity of the pandemic, the University is committed to minimizing the impact on students' academic progress. Therefore, every effort will be made to provide students with options for continued learning and for continued fair evaluations.

Changes may include but are not limited to:

- Adjustments to course assignments;
- Changes to the dates of exams;
- Arrangements for alternative evaluations for students affected by H1N1 influenza virus;
- Adjustments to work terms;
- Modification of marks awarded for participation;
- Adjustments to attendance policies.

Any alternative plan made in individual courses may be superseded by University-wide or Government measures to reduce the spread of the pandemic H1N1 influenza virus.

Visit Dalhousie's [Flu Prevention and Care](#) site for more information, including advice about prevention, protection, and what do do if you become ill.

Netiquette

Communication over discussion boards has its pros and cons. One of the big pros is that you can post questions and comments any time you like. One of the big cons is that the tone or intent of a message can be misinterpreted. To keep the lines of communication open and flowing nicely, all posts to the Discussion forums must observe the following points of 'netiquette':

1. **Informative subject lines.** Always include the lesson number and at least one or two relevant key words. For example, 'I have a question' is a poor subject line, while 'Lesson 3: question about phylogeny' is much better. Detailed subject lines help everyone follow the threads that are of interest to them.
2. **Correct grammar, spelling, and punctuation.** The BIOL 1020 discussion board is an academic forum; you are expected to write in complete sentences and express your thoughts as clearly as possible. Restrict your use of Caps Lock to EMPHASIZING individual words or creating titles or subheadings in your message. (THE USE OF ALL CAPITAL LETTERS IN A DISCUSSION POST IS THE EQUIVALENT OF SHOUTING!)
3. **References** (where appropriate). Give textbook page numbers, class site page references, etc., when you mention specific items from the pages in question. In more open-ended discussions, be prepared to cite sources in support of your arguments.
4. **Correct forum.** Take a few seconds to ensure that your post is in the right forum. If you repeatedly post in the wrong forum, your posts will be deleted and you'll be asked to re-post in the correct forum.

Posts are NOT eligible for bonus marks unless they meet these minimum netiquette criteria.

Inappropriate Posts

It should go without saying that anything you post to the Discussion board should be polite and free of profanity. If you follow the netiquette guidelines above, you should have nothing to worry about. Rude, aggressive, condescending, or otherwise inappropriate posts will not be tolerated.

Tips

- Focus on one subject per message.
- Compose your message off-line in a word-processor, then copy and paste it into a discussion post. You can then take as much time as you need to organize and format your message.
- For long posts, organize your message into paragraphs. Consider using subheadings.
- Humour is encouraged and welcome, but use caution. The absence of face-to-face cues can cause humour to be misinterpreted as criticism or rudeness. Feel free to use emoticons such as :-)) or ;-)) to let others know that you're being humorous.
- Click on the 'Enable HTML Creator' button to use formatting such as bolding and underlining. If you know some HTML code, you can use it in the non-HTML editor view as well (make sure to check the 'Use HTML' box below the composition window).
- Use the Preview function, especially if you are also using HTML formatting, to make sure that your posts looks the way you intend them to.

Academic Integrity

The information on this content page has been adapted from Dalhousie's Academic Integrity [Syllabus Statement](#).

At Dalhousie University, we respect the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a Dalhousie student and a member of the academic community, you are expected to abide by these values and the policies which enforce them.

- Dalhousie University Academic Integrity Syllabus Statement

What is Academic Integrity?

Academic integrity is ensuring that any work you submit is your own and that you have given appropriate acknowledgement to any sources that you consulted.

Dalhousie University defines plagiarism as the submission or presentation of the work of another as if it were one's own...Plagiarism is considered a serious academic offence which may lead to the assignment of a failing grade, suspension or expulsion from the University.

- from the Intellectual Honesty section of the 2008/2009 Undergraduate Calendar (p. 23)

Examples of plagiarism include:

- failure to cite authorship when using sources such as written or oral work, scientific projects, diagrams, videos, and images
- downloading all or part of the work of another from the Internet and submitting as one's own
- the submission of work prepared by any person other than the individual claiming to be the author
- submitting work that has been completed through collaboration or previously submitted for another assignment without permission from your instructor

Other acts of academic dishonesty include:

- cheating by any means on any form of assessment (such as tests and assignments)
- aiding another student to commit an act of academic dishonesty, e.g. by allowing another student to copy your work

How is Plagiarism Detected?

Professors, instructors, and TAs are skilled at recognizing discrepancies between writing styles, inappropriate citations, and obvious word-for-word copying. In addition, the Senate has affirmed the right of any instructor to require that student papers be submitted in both written and digital format, and to submit any paper to an originality check such as that performed by Turnitin.com. Copies of student papers checked by this process will be retained by Turnitin.com.

We do not require students to submit work to Turnitin.com in BIOL 1020/21, but we do retain copies of all student work submitted in previous terms.

What Happens if I Am Accused of Plagiarism?

Instructors are required to forward any suspected cases of plagiarism to the Academic Integrity Officer (AIO) for the Faculty. You will be informed of the allegation by the AIO and a meeting will be convened. (Refer to the 'Discipline Flowchart' at the [Academic Integrity](#) website for further details.) You may contact the Dalhousie Student Advocacy Service who will be able to assist you in preparing a defence. Until the case is resolved, your final grade in the class will be INC ('incomplete').

If you are judged to have committed an offence, penalties may include:

- a mark of zero on the assessment in question
- a notation on your transcript for 1-5 years
- a final grade of F for the class
- loss of scholarships
- removal from the Dean's list
- suspension or expulsion from the university

Instructors have NO discretionary power when it comes to cases of suspected plagiarism; we MUST (and do) report any suspected infraction, regardless of how much (or little) an assessment is worth. In this class, we have reported cases that involved assignment answers copied from other students (including students from previous terms), allowing assignment answers to be copied and submitted by others, copying phrases from source material without paraphrasing and/or correct citation, and possession of prohibited items during exams. Penalties have included a mark of zero that cannot be dropped from the final grade, an official transcript notation, and a letter grade reduction in the final grade.

Dalhousie's [Academic Integrity](#) website contains a general statement on plagiarism, and [Frequently Asked Questions](#) about academic integrity. The site also contains a [definition of plagiarism](#), plus a summary of the penalties that may be applied if a student is found guilty of plagiarism.

Avoiding Plagiarism

Plagiarism and other forms of cheating are taken extremely seriously at the university level. At the same time, we encourage you to discuss your work with your classmates, because one of the best ways to learn is to work together.

How can you work together or ask for help without turning in work that is suspected of plagiarism?

Paraphrase and Cite Your Sources

For any kind of formal scientific writing, such as the writing you'll do for the Term Project, there are conventions for acknowledging (or citing) your sources. You should make yourself aware of these conventions and follow them as precisely as possible. In this class, such conventions are described in detail in the Term Project and Science Writing modules, available from the Home Page.

For more informal submissions, such as the lesson assignments, the information you submit is assumed to come from your textbook or the class's content pages, and does not require formal acknowledgement (although paraphrasing is still required).

In any writing that you submit, phrases copied directly from a source such as the textbook or a web page **MUST** be placed in quotation marks, and the author and page number of the quote supplied. This is the **MINIMUM** requirement for avoiding a charge of plagiarism, but is in fact poor writing (in the sciences, anyway). It's almost always better to paraphrase (and cite your source) than to quote directly.

NOTE: Quoting and citing and answers copied from another student will also protect you from a charge of plagiarism, but will not earn you any marks.

Think Together, Write Apart

Don't write group answers. While we encourage you to discuss the work with your classmates, this doesn't mean you should make up a perfect written answer together, with each of you contributing a little bit. The result will be identical answers which appear as plagiarism to whoever is grading your report. There's a simple solution to this: come up with all your important points together, and then separate to organize and write up all those points in your own answer.

How To Help Your Classmates...But Not Too Much

Try to avoid letting others read your written answers. How many times have you said or heard this: "Hey, can I see your answer to #1?" or "What did you write for #2?" Whenever you agree to this, you are allowing someone else to use your own hard work and run the risk of having your answer copied. The person grading your report will again see this as plagiarism and both you and the copier will be reported. Again, there is a simple solution: if someone asks you for an answer, discuss it with them verbally if you wish, but decline to let them look at your written work.

How To Ask For Help From Classmates

On the flip side of the previous point, be careful about asking someone else to give you an answer. If they give you a well-worded answer, it may be very hard to think of another way of phrasing the answer that is just as good. If that happens, both you and your friend could find yourselves charged with plagiarism. So before asking for help, try to figure out as much as you can on your own: what do you need to know in order to answer the question, what is the question asking, where might you need to look to find the answer, what might the correct answer be? Then ask your friend if you are on the right track. If your friend tells you that your answer is correct, it's already in your own words. This approach is more difficult than having the answer handed to you, but you learn how to do the work, and you'll be better off for exams where you can't ask for help.

How To Write in Your Own Words

Paraphrasing is a common approach to putting information into your own words. However, very close paraphrasing—copying someone else's words almost entirely and simply changing, removing, or adding a word here and there—is still considered poor writing, because the bulk of the words and the organization of ideas is not your own. Here are some tips to help you write in your own voice:

- It helps to collect ideas from all your sources, organize those ideas into some kind of logical order or outline, and then write your work from that outline. This way, you are re-ordering the ideas in a way that makes sense to you.
- Alternatively, you could also try writing an answer or a paragraph from what you remember, then edit what you wrote and insert missing points where they make the most sense. This way, the writing is more likely to take on your own personal style.
- If part of the problem is that you are unclear about how you are to write well, the [Writing Centre](#) offers workshops and other resources to help you.

The Academic Integrity website has information on [how to paraphrase](#), and examples of paraphrasing that could still lead to charges of plagiarism.

CONTACT INFORMATION

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BIOL 1020/21

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Dalhousie University Administration Information and Links

Office of the Registrar

Dalhousie University

Halifax, Nova Scotia Canada B3H 4H6

Tel: (902) 494-2450 Fax: (902) 494-1630

Website: www.registrar.dal.ca

Registrar Web Resources for Dalhousie Students

[Academic Study](#)

[Registration Guides](#)

[Dal Online](#), including Web for Students, which provides Dalhousie students with access to:

- online registration
- account information
- T2202A tax receipts
- final grades
- personal information

New students can use the Create PIN form to set up their initial PIN and log in.

Dalhousie Libraries

The main library page is located at <http://www.library.dal.ca/>.

Distance students can also use the library. Find out how at [Distance Services](#):

- getting your library card
- ASIN cards (what they are and how to get one)
- delivery of materials
- technical information
- live online help
- tutorials

Dalhousie Library's [How Do I...](#) series of online tutorials contain information on many library services, including:

- using the library
- researching a subject
- searching Novanet
- searching a Database
- finding Journal articles
- citing sources in a bibliography
- locating internet sources
- locating services for off-campus students
- accessing electronic resources

University Services

For information about campus programs, services and resources, visit [University Services](#) and [Student Services](#).

Help With BLS/OWL

Avoid many technical problems by running the BLS/OWL browser check, by installing all recommended browsers and software, and by turning off pop-up blockers. Specific programs within BLS/OWL (such as Wimba Classroom) also have setup wizards that will check your computer for required software.

Dalhousie Tech Support

BLS/OWL information and assistance is available from staff at Dalhousie's [Killam Help Desk](#), located in the Killam Library. (Staff at the Help Desk can also help you with technical issues not directly related to BLS/OWL, such as software problems, NetID problems, etc.)

For help using BLS/OWL tools from within the class site itself, refer to the:

Help Function

The Help link is located at the upper right of your screen. It is context sensitive; when you click on the Help link, a new window will open showing information about your specific location in the class in the right-hand frame. For instance, if you are on the discussion board, clicking 'Help' will provide hints on using the Discussion tool in the right-hand frame. The left-hand frame contains a full index of all of the Help topics. Clicking on 'Additional Resources' will take you to an external site, where you can look up additional information of interest.