GENERAL INFORMATION

INSTRUCTOR: Bill Kristan  Pacific Hall 3122A
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LECTURES: Tuesdays and Thursdays 11:00 AM to 12:20 PM in 242 Galbraith Hall

TEXT: Human Physiology: An Integrated Approach, 7th edition, by Dee Silverthorn (2016), although the 6th edition will also be OK. (The syllabus lists readings in both editions.)

**All assigned reading material will be covered on the exams.**

COURSE WEBSITE: http://www.biology.ucsd.edu/classes/bipn100B.FA15/
Several kinds of information will be posted on the website as the quarter goes along:
1. the syllabus for the course.
2. outlines of each lecture, including figures used during the lecture; each outline will be uploaded by the Monday morning before that week’s lectures.
3. a problem set for every week of the course, except the first week and the weeks after midterms.
4. previous years’ exams, so you can practice taking exams, as well as keys from those exams, so you can check your answers.
5. announcements about exams, changes in policy, keys to the midterm exams and problem sets, etc.

PODCASTS OF LECTURES. To reach the Podcasts use your Web browser to go to <podcast.ucsd.edu>. These are audio files; no figures are included.

LECTURE OUTLINES AND FIGURES
The outlines and figures are intended to make note-taking easier and more accurate. Dr. K may change the order somewhat, and he might add material as he lectures.
At the start of each lecture’s outline are a list of “terms you should know”, which are terms that you should be able to define and understand when used by the instructors.
The figures used during the lecture are from a variety of sources, mostly from earlier editions of the course text, or are original figures by Dr. K.

HINT FOR SUCCESS: Many of the most successful students report that lecture outlines are most helpful if they read the assigned material before the lectures. The outlines are intended to reduce the amount of material you need to write down as lecture notes, and they provide a copy of the figures projected during lectures so you can take notes on them.

GETTING YOUR QUESTIONS ANSWERED can be difficult in a class the size of BIPN 100. To help to solve this problem, there are several alternative routes:
1. Office hours. Dr. Kristan will hold 2 office hours each week. One of them will be in a conference room, to accommodate groups of students. The other office hour will be held in Dr. K’s office (3122A Pacific Hall), to provide individual attention. Times and locations of the office hours will be announced during the first week of class.
   Other times will be available by appointment.
2. e-mail. If you ask questions via e-mail, Dr. K will reply as promptly as possible. If you have straightforward questions that can be answered briefly and don’t require a lot of personal
interaction, he will respond quickly. To avoid a very aggressive SPAM filter, please put “BIPN100” in your subject line.

TO FIND OUT WHAT IS GOING ON IN THE COURSE, check the Announcements section of the course website, or come to the lectures. Important announcements will be projected on the first PowerPoint slide or written on the blackboard at the beginning of each lecture. These will NOT be available through the podcasts.

PROBLEM SETS: these have the same sort of questions and problems that will be on exams. Most of the problems require you to use information, not simply to memorize it and parrot it back. A typical exam question gives an experimental or medical observation and asks you to apply what you have learned to explain, interpret, or predict something.

You are most likely to do well in the course if you approach the study of Physiology more like you would Physics than like descriptive biology: memorizing facts will help, but will not be sufficient to do well in this course. To show that you understand physiology, you MUST be able to work problems. You will do much better on the exams if you have studied by doing the problem sets in writing on paper by yourself or in a study group.

Solutions to the problem sets will be (a) discussed in sections and (b) posted on the course website after the final section each week.

HOW TO GET THE MOST OUT OF THE PROBLEM SETS:

**Step 1.** Begin to work on each problem set by treating it like a closed-book exam: write the best, most complete, answer you can, on paper.

**Step 2.** THEN improve your answers by consulting your lecture notes, Course Outline, textbook, Podcasts, etc.

**Step 3.** FINALLY (not before steps 1 and 2) compare your answers with the solutions to the problem set, concentrating on the DIFFERENCES between your answer and the answer on the key. If you don’t understand a problem set answer, ask for an explanation in section, in office hours, or in e-mail.

All information introduced to you on problem sets is regarded as part of the course material. Questions on exams may be similar to ones in problem sets, so be sure to study the problems as part of the course.

The textbook has questions at the end of each chapter. Solving these problems will give you further practice. But again, try to answer them on paper before looking up the answers.

SECTIONS: Sections will start on Friday, October 2. The times of some sections listed in the Schedule of Classes are not correct. **A correct schedule will be posted on the course website by the end of Friday, September 25.** Attendance at sections is not mandatory, and you don’t have to sign up for any particular section, but you may find them useful. (Some of the most successful students in the past have attended more than one section each week.) Sections are an excellent time to go over any questions you have about material in the lectures, problem sets, or the assigned reading. In addition, regular attendance at and active participation in a section can weigh in your favor if your final grade is just below a grade line.

PROBLEM SOLVING SESSIONS: These are run by Dr. Kristan and are intended to help you with approaching physiological problems. There will be at least two one-hour problem solving
sessions during the quarter; the times and places for these sessions will be announced. They are in addition to the discussion sections, and attendance at these sessions is optional. The first session will be a brief review of several topics from introductory physics, chemistry, and math that we will use in this course. This material will be used during the quarter; this session will help you to refresh your knowledge about them.

EXAMS:

1. MATERIAL TESTED. All assigned readings, everything covered in lectures (including notes and figures), and material in problems sets may find their way onto exams.

2. GRADES. Your grade for this course will be based entirely on your performance on two mid-term exams and a final. Each mid-term exam will be worth 100 points and will consist largely of short-answer questions and problems on the lecture and problem set material (88 points), plus multiple-choice questions on readings from the text (12 points). The comprehensive final exam is worth 200 points and includes a greater proportion of multiple-choice questions. Copies of previous BIPN 100 midterm and final exams are on the web site.

3. EXAM SCHEDULE.
   
   Midterms: Thursday, October 22 (7:00-8:20 PM)  
   Thursday, November 19 (7:00-8:20 PM)  
   
   Final exam: Wednesday, December 9 (11:30 AM to 2:30 PM)  
   Exam locations will be announced in class and on the website.

4. 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. To be excused from an exam or to take a make-up exam (Professor's choice) you must telephone or e-mail Dr. K and let him know that you are ill as soon as it is possible to do so (before the exam, if at all possible), and you MUST bring verification written by a physician that you were too ill to take the exam when it was scheduled.
   
   B. You have an extremely pressing need (e.g., an athletic event, a funeral) to be out of town at the time of the exam and you arrange the make-up exam at least one week in advance. You will need to bring written documentation that you must miss the scheduled exam when you take the make-up exam.
   
   C. You are taking another exam in a course at UCSD for academic credit toward graduation that conflicts with a BIPN100 exam. To reschedule for this reason, you must bring corroborating documents at least one week in advance of the exam.

5. GETTING BACK GRADED EXAMS.
   
   Midterm exams will be handed out in class on the first class meeting after they are graded, usually on the following Tuesday. If you are not in class to receive your graded exam, you can get it in one of two ways:
   
   (1) There will be a waiver on each exam that you can sign to have your graded exam put into a box in the elevator lobby on the 3rd floor of Pacific Hall, so it will be available to you any time when Pacific Hall is open.
   
   (2) If you do not sign the waiver, you can have your exam returned to you either during Dr. Kristan's office hours or by providing Dr. K with a self-addressed, stamped envelope; he will mail the graded exam to you.

   Final exams will be placed in the same box in the third floor lobby of Pacific Hall when graded, unless you have given Dr. K a self-addressed, stamped envelope.
FINAL GRADES:
• All the points that each student earned on all three of the exams will be totaled. Then the top five scores in the class will be averaged and that average will be considered to be 100%. An A will be 90% or above, B is 80-89%, C is 60-70% and D is 50-59%.
• If this distribution is skewed toward low grades, an alternative method will be used: the mean score will be the B/C cut-off, one standard deviation (SD) above the mean will be the A/B cut-off, one SD below the mean will be the C/D cut-off, and two SDs below the mean will be the D/F cutoff.
• No plus or minus grades will be assigned in this course.
* Significant improvement on the final exam on the material covered on the midterms can increase the final grade by one letter.

BOOKS ON RESERVE
Course reserves for this course are in the BioMed Library. Please use them if you find you are confused and need clarification about material in the course or if you want additional information about topics in the course that you find particularly interesting. A warning: you are likely to find that the authors of various books and articles disagree with one another, with your text, and/or with lecture material. Disagreement is common in science, particularly in fields with very active research. These differences can be discussed in sections or during office hours, but for the purpose of course exams, the material presented in lectures and in the Silverthorn texts will be considered correct. (For any conflict between the Silverthorn texts and lecture material, lecture material will be considered correct.)

INSTRUCTIONS FOR TAKING BIPN 100 EXAMS

All exams in this course are closed-book, closed-notes, and electronics-free. Using anything else (e.g. electronic devices or someone else’s exam) constitutes a breach of academic integrity and will be treated accordingly. The following rules apply for all exams, so doing them quickly will maximize the time available for the exam.

1. Test-takers must sit in every other seat, according to the instructions from the TAs.
2. All electronic devices (cell phones, MP3 players, iPods, calculators, netbooks, earphones, smartwatches) must be stored out of sight. Any visible electronic device will be confiscated.
3. All of your belongings—except what you will write with—must be placed UNDER YOUR OWN SEAT, not on the desk next to you, on the floor in front of you, or anywhere else.
4. You can have one clear plastic bottle of water that is no larger than 1 pint on your desk; no large pencil boxes, no snacks.
5. Hats must either be removed or turned with the bill to the back. Once the exam begins, do not touch your hat, wherever it is. Hooded sweatshirts or jackets must have the hood down.
6. Put your name and ID number on EVERY page. Points will be taken off for each page without a name.
7. Writing with a pen is preferred. Exams written in pencil will not be re-graded.
8. Write legibly; answers that can’t be read will be marked wrong.
9. Write all your answers on the front of each page of the exam. Anything written on the backs of exam pages, unless you get permission from an instructor BEFORE you begin writing on the back of the page, will be ignored.
10. You must turn in your exam to leave the exam room; do not take any exam materials outside the exam room.
11. You can leave the room during an exam only in the company of a TA.
12. You will be required to show your UCSD ID card when you turn in any exam.