Anthropology 301 Fall 2013 (unique no. 31030)
Introduction to Physical Anthropology (Self-Paced)

COURSE WEBSITE: UT's Blackboard Website

Mandatory orientation meeting: 28 August, WEL 3.502, 4 – 5pm

PLEASE READ THIS SYLLABUS CAREFULLY AND ENTIRELY. YOUR SUCCESSFUL COMPLETION OF THIS COURSE DEPENDS UPON YOUR KNOWLEDGE OF THE INFORMATION CONTAINED HERE.

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259.

CONTACT INFORMATION

COURSE EMAIL ADDRESS: sp301@uts.cc.utexas.edu
Include your last name and your UT EID in the "Subject" field of the email message.

PROFESSOR: Dr. John Kappelman. Office Hours: Tu Th 11-12 pm in SAC 5.160, or by appointment. Since this is a self-paced course, it is anticipated that some students will have scheduling conflicts with the official office hours. Students are encouraged to contact the professor to set up an alternative meeting time by appointment. Office telephone: 471-0055; send emails to jkappelman@mail.utexas.edu and sp301@uts.cc.utexas.edu

TEACHING ASSISTANTS: Chris Davis, Kelsey Ellis, and Lauren Springs. TA office hours are held in SAC 5.112 during review hours (see page 6 of this syllabus). There are a total of 12 review hours per week scheduled on Monday-Thursday during mornings, afternoons, and two evenings each week. There are no review hours on Fridays.

INTRODUCTION

This course is designed as an introduction to the field of physical anthropology. During the semester you will investigate numerous and diverse subjects including modern evolutionary theory, sexual reproduction, human genetics, biological variation in populations of modern humans, mammalian phylogeny, primate diversity, behavior, biology, and ecology, the fossil record of primate and human evolution, and archaeology. The diversity of these topics will illustrate how the topics of physical anthropology are integrated and offer you an understanding of the place of humans in the world. All exams and labs are completed in the **Computer Testing Lab in SAC 5.112.**

COURSE POLICY ON ACADEMIC HONESTY

Students who cheat not only cheat themselves but also cheat other students in the course and harm the reputation of the University. **Any student found cheating will receive an automatic F in the course** and their case will be directed to the appropriate University authorities for additional sanctions that may include dismissal from the University. Please see the **Honor Code** to review the UT policy.

Students *ARE NOT* permitted to write down exam questions, *ARE NOT* permitted to write down the answers to the exam questions, and *ARE NOT* permitted share any exam information with another student(s). Students *ARE NOT* permitted to discuss the content of the exams with each other, and this includes all possible venues (informal hallway chat, websites, forums, Facebook, etc.).

Students *ARE NOT* permitted to discuss or share laboratory assignments and answers with another student(s), *ARE NOT* permitted to collaborate on the completion of lab assignments, and *ARE NOT* permitted to submit lab assignments for one another.

A student(s) who requests any exam or lab information puts the other students in the course at risk and will receive an F in the course even if no information is supplied by other students.

This course has a zero tolerance policy for cheating. Any questions about the lab assignments and exams should be directed to the professor and teaching assistants, NOT to your fellow students.

GENERAL REQUIREMENTS

To successfully complete this course, **the student must be able to learn the material without the benefit of lectures and formal laboratories**. The only meeting of the course is the initial orientation meeting. Students are responsible for setting their own proper study pace for the course, but must comply with **due dates** for the exams and assignments. This class is not less time consuming than other classes, but it provides the student with broad latitude in arranging their study and testing schedule. The course may be completed before the end of the semester by working in a more concentrated manner and testing before the due dates. Any student who does not complete an exam(s) and lab assignment(s) by their due dates will receive zeros.

All of the work submitted in this course must be that of each individual student. Students **ARE NOT** permitted to collaborate in the completion of laboratory assignments by discussing questions or sharing answers, nor are they permitted to assist each other by discussing questions or sharing questions and answers from the examinations. Any violation of this policy will be treated as cheating and the offender will receive an F in the course. The offender will be referred to UT's office of student judicial services for investigation and further disciplinary action.

Students will be required to sign an **Academic Honesty Policy Compliance** statement at the beginning of the semester which states that they agree to follow these rules and that they understand that any violation of the Policy will result in an F for the course and additional academic sanctions including possible dismissal from the University. **All students are required to take a compliance test that evaluates their understanding of course policies and must earn a score of 100% before they are permitted to continue with the course.**

REQUIRED TEXTBOOKS

The following materials are required for the course and are supplied as a shrink-wrapped bundle in order to reduce the overall costs of the materials:

•***Essentials of Physical Anthropology,*** Jurmain, Kilgore, & Trevathan, 2011, **8th edition (new and updated)**. **NOTE:** the title and cover of the 3-ring binder version of the book for this course are different from the book that is sometimes used for the lecture version of Ant 301. Be sure to purchase the correct book!

•***Virtual Laboratories for Physical Anthropology,*** Kappelman, 2007, Version 4. Labs are on-line with a student online access pass code that is included with the book. The log-in site is: http://west.ilrn.com/ilrn/authentication/welcome.do

COURSE WEBSITE

UT's Blackboard Website. The course website is designed to aid you in completing the course. It is strongly suggested that you visit the site frequently and at least weekly to view any announcements posted to the bulletin board. In addition to the complete syllabus, the website contains links to interesting sites related to physical anthropology. Most importantly, the class website provides the Virtual Lab assignments.

EXAM AND LAB REQUIREMENTS

The requirements for this class include:

1) **Ten** computer-generated exams based on readings from the textbook, ***Essentials of Physical Anthropology***. You are permitted two attempts on each of the ten exams, with the higher of the two scores counting as the grade. All exams are completed in the **Physical Anthropology Computer Testing Lab (SAC 5.112)**. Sign-up sheets for reserving testing times are available on a bulletin board outside the testing lab (SAC 5.112). There are **DEADLINE DUE DATES** for these exams. You must present your UT ID card before you can test. Other forms of ID are not accepted, and you will not be permitted to test without your UT ID. See page 3 of this syllabus for exam deadlines.

2) **Twelve** lab assignments are based on the ***Virtual Laboratories for Physical Anthropology.*** Again, these assignments have **DEADLINE DUE DATES. Deadlines dates are staged on Tu and Wed according to the student's last name in order to reduce lab congestion.** Each assignment is completed by accessing the lab publisher's website and working through each of the 12 labs (unless you opt to purchase the CD version of ***Virtual Labs***). You next download each assignment from the course website, answer the questions, and then bring your answers to the Physical Anthropology Computer Lab (SAC 5.112) to enter your answers during

REVIEW HOURS only. You must present your UT ID card before you can enter your answers. See page 3 of this syllabus for lab deadline dates and page 5 for detailed lab submission instructions.

3) Students must complete a "***Check Status***" four times during the semester. ***Check Status*** is completed in the computer testing lab and shows your progress and grade(s) in the course up to that date. You may **Check Status** during testing lab hours as frequently as you like, but you are **required** to Check Status on at least four dates (see table below).

EXAM, LAB, and CHECK STATUS DEADLINE DATES

EXAM, LAB, & CHECK STATUS	DEADLINE DATE
Syllabus Compliance Test	6 Sept
Exam 1	13 Sept
Exam 2	20 Sept
Exam 3	27 Sept
Labs 1, 2, and 3	1 Oct last name A-L 2 Oct last name M-Z
Check Status	4 Oct
Exam 4	11 Oct
Exam 5	18 Oct
Exam 6	25 Oct
Labs 4, 5, and 6	29 Oct last name M-Z 30 Oct last name A-L
Check Status	1 Nov
Exam 7	8 Nov
Exam 8	15 Nov
Exam 9	22 Nov
Labs 7, 8, and 9	26 Nov last name A-L 27 Nov last name M-Z
Check Status	27 Nov
Thanksgiving Break	28-29 Nov
Labs 10, 11, and 12	3 Dec last name M-Z 4 Dec last name A-L
Check Status	6 Dec
Exam 10	6 Dec

EXAMS

Exams are based on information from the Jurmain et al. textbook. Be sure to read all of the material carefully, including figures and the "boxes" which highlight certain important historical and scientific events. In order to answer some of the multiple-choice questions, you may be required to work Punnett squares (Mendelian genetics), complete phylogenies and timelines, and identify bones and features in figures and plots.

The testing lab opens on 29 August 2013

A WORD OF CAUTION: ***exam deadlines are on Fridays. Whenever possible, it is best to complete testing early in the week before the Friday deadline because of potential overcrowding on Fridays. Unless you have reserved a testing time slot in advance, you will NOT BE PERMITTED TO COMPLETE AN EXAM ON FRIDAY. In addition, if you wait until the deadline day of Friday to test, you will only be allowed ONE opportunity to complete the exam.***

EXAMS MUST BE TAKEN IN NUMERICAL ORDER!

Exam 1 = chapters 1 and 2	Exam 6 = chapter 9
Exam 2 = chapters 3 and 4	Exam 7 = chapter 10
Exam 3 = chapter 5	Exam 8 = chapter 11
Exam 4 = chapters 6 and 7	Exam 9 = chapters 12 and 13
Exam 5 = chapter 8	Exam 10 = chapter 14

Chapter numbers are from the Jurmain et al. textbook (2011) 8th edition as noted above.

When you arrive to take an exam, **you must have your UT student ID card**. **No exams will be given to students without a UT ID card**. You must sign in, and your ID card will be checked and left with the TA during the exam. **Studying is not allowed in the testing room**. Books and notebooks are not permitted in the testing area, and students are not permitted to copy down any questions or answers from the exams. The TA will provide scratch paper if needed to work any problems, but the scratch paper must be returned to the TA when the student finishes the exam. Exams will be taken on computers located in SAC 5.112 during posted testing hours only.

You should sign-up for tests on the sheets posted on the bulletin board outside SAC 5.112 if you wish to reserve a computer for a specific testing time. **A second test is permitted on the same day but must be separated from the first attempt by an exam review. However, two attempts ARE NOT permitted on deadline days.** Students who reserve testing slots receive priority for that testing time over walk-in students. This is an especially important distinction on deadline days because no walk-ins are allowed during Friday testing hours. **Only students who sign up in advance will be allowed to test during Friday testing hours.** In order to expedite your time, it is strongly recommended that you sign up for testing times on other days of the week.

Since exams take approximately 10-15 minutes to complete, the last login time for an exam is fifteen minutes before the end of each testing period. There are NO EXCEPTIONS to this rule; do not drop by 5 minutes before the end of the testing period and expect to test – you will not be seated for an exam. It is in your best interest to plan a weekly schedule and stick to it. **We cannot reschedule testing times if the testing periods conflict with your classes.** If you have scheduling conflicts with the testing times given below, you need to 1) drop the course that conflicts with this course, 2) drop this course, or 3) rearrange your work/course schedule.

BEGIN TESTING EARLY and keep a cushion of time between the deadlines if you want to take advantage of testing flexibility.

EXAM SCORING: Each exam is composed of 15 questions worth 1 point each for a maximum score of 15. You may **retake** each exam once, and the higher of the two scores will be counted toward your grade. No two exams are identical because the questions in each exam are randomly selected from a large pool of possible questions. There is, therefore, no advantage to taking an exam without studying with the intention of previewing the questions before trying a second "serious" attempt. Exams are scored and the results are reported to you and recorded by the computer immediately upon completion of each exam. **You are strongly encouraged to record your exam scores** in the "Record Keeping" section at the end of this syllabus for your own information.

EXAM REVIEW PROGRAM: We offer an exam review program that permits you to review the results of your exam. It is strongly recommended that you use this program to review your first attempt of an exam, and you can only do this during Review Hours. **You are permitted to review one time only and are limited to 15 minutes.** All exams (first attempt and second attempt) are subject to the deadline dates and must be completed in numerical order.

If you choose to take an exam twice, both attempts of the exam must be completed before you can move on to the next exam, and both must be completed by the exam deadline. ALL EXAMS MUST BE COMPLETED IN NUMERICAL ORDER. Do not wait until the deadline day to complete the exam because you may find that there are no testing slots available. You will receive a grade of zero for any exams that you have not taken. You can check the reservation sheets posted outside SAC 5.112 for computer availability. SIGN UP EARLY!

EXAM DEADLINES: Be sure to note the **"DEADLINE DATE"** column in the table on page 3 above. It is NOT possible to take an exam after the deadline, other than in **exceptional** cases documented by an approved extension request. Possible excuses are detailed at the end of this syllabus

The last page of the syllabus has the Exam, Lab, and Check Status Deadline Dates that you can post on the wall above your desk!

VIRTUAL LABS The Virtual Laboratories are accessed at the publisher's website using the online access pass code that is supplied with your textbook (unless the student purchases the CD version of ***Virtual Labs***). Each lab requires about 30-60 minutes to complete and can be worked through as many times as you wish. Students are encouraged to take notes while they are working on the virtual labs. This website works with both Windows and Macintosh platforms by using your web browser. Exact instructions for accessing the Virtual Labs are given on the Blackboard course website.

Virtual Labs on the Cengage Publishing Company's website have a new pull-down menu item called "Virtual Quizzes" that permits you to take practice quizzes. **PLEASE NOTE:** even though this "Virtual Quiz" option provides you with the ability to email your results to your instructor, these practice quizzes **DO NOT** count as the ***Virtual Labs*** assignments. **DO NOT EMAIL QUIZZES TO US FROM THE ON-LINE *VIRTUAL LABS'* PULL-DOWN MENU!!** (This feature is used by instructors at other universities who also use ***Virtual Labs***.)

VIRTUAL LAB* ASSIGNMENTS on the course website**: The lab assignments are downloaded from the course Blackboard website, and consist of a series of questions that can be answered as you work through the different sections of each of the 12 ***Virtual Labs. These exercises should be treated as open book assignments but you must complete the work on your own ***without*** assistance from other students. They are completed in the following manner:

1. Download the assignment for the lab you are going to complete onto your hard drive from the course website. The assignments for each lab are in the "pdf" file format. It is probably easiest to simply print out a copy of the assignment and use this hardcopy to record your answers to the questions.
2. As you work through each ***Virtual Lab***, be sure to read all the various sections, navigate through all of the pages, view the video clips and animations, and complete the ***Virtual Lab*** exercises and brief quizzes. While working through each ***Virtual Lab***, you will encounter information regarding the questions on the lab assignment that you have downloaded from the course website (item #1 above), and you can answer them at this time. (You will find all of the answers to the questions in the ***Virtual Lab***.) Once you have completed the lab and answered all of the questions on the downloaded hardcopy assignment, you should double-check all of your answers for correctness.
3. Be sure to save the hard copy of your completed assignment for each particular Virtual Laboratory.

Now you are ready to begin the process of submitting your lab assignment answers.

1. Bring your UT ID card and the hardcopy of your completed lab assignment to the Physical Anthropology Computer Lab (SAC 5.112) during **REVIEW HOURS only**.
2. Sign into the testing lab.
3. Use the hardcopy of your ***Virtual Lab*** completed assignment and enter your answers into the lab assignment computer testing program.
4. Be sure that your name and UTEID are on your hardcopy assignment and turn it into the TA.

Unlike exams, answers to your lab assignments can only be submitted once. All lab assignments are also subject to a calendar of deadline dates and must be completed in numerical order. Lab Assignments total 12 in number are worth 5 points each, for a total of 60 points.

The due dates for the Lab Assignments are listed on page 3 above and are staged across Tu and Wed in alphabetical order, and alternate through the semester. Students are, however, ***strongly*** encouraged to submit their answers to their completed lab assignments well ***before*** the due date. If a student waits until the due date, it is possible that s/he will experience difficulties accessing the testing lab. Assignments not completed by the due dates will be given a grade of zero.

TESTING AND REVIEW HOURS Exams and exam reviews are given in 15-minute blocks in SAC 5.112. You are permitted to review each exam one time only with a 15 minute time limit.

Testing and Review Hours: SAC 5.112 (see last page of syllabus for color-coded chart)

	TESTING	REVIEW and LAB SUBMISSION
Monday	8-10 am, 11 am-1 pm, 2-4 pm	10-11 am, 1-2 pm, 4-5 pm
Tuesday	8.30-11 am, 5-7 pm	11 am-12 pm, 4-5 pm, 7-8 pm
Wednesday	8-9 am, 10-12 pm, 5.30-7 pm	9-10 am, 12-1 pm, 7-8 pm
Thursday	8-9.30 am, 2-5 pm	9.30-10.30 am, 1-2 pm, 5-6 pm
Friday	9 am-12 pm, 1-4 pm **(limit 1 exam only by sign-up)**	**No review hours**

EXAM REVIEW AND TA CONSULTATION: Depending upon the number of questions missed in your first attempt to pass an exam, the Exam Review program can take from 5 to 10 minutes to complete. The review is given in the testing room, SAC 5.112 **during review hours only**. ***You are permitted to review each exam one time only*** **with a 15 minute time limit.** Any questions you have about material in the textbook or Virtual Lab can be answered by one of the TAs during the review hours or by the professor during his office hours.

CHANGES IN TEST SCHEDULE: Any changes in scheduling will be posted on the bulletin board outside SAC 5.112 and to the **Bulletin Board** on the course website. You will likely also receive an email about the changes. You are strongly encouraged to check these two bulletin boards as least weekly. In addition, there is a sign-up sheet for testing times on the bulletin board outside the testing room. You are encouraged to sign up for testing times well in advance of the day when you wish to test. If you wait until the week or day of an exam deadline, you may find that few testing slots are available.

GRADING Your course grade will be determined by summing your exam and lab assignment scores. When an exam is taken twice, the higher of the two scores is counted toward the course grade.

Your grade will be determined by your cumulative point total (150 possible points for the exams, and 60 possible points for the CD-ROM lab assignments, for a total of 210 possible points). Grades are assigned as whole letter only (no +/-) Students taking this class on a pass/fail basis must have 125 points or more to earn a "pass."

GRADE	POINTS	Percent Score
A	188-210	$\geq$ 90%
B	167-187	80-89%
C	146-166	70-79%
D	125-145	60-69%
F	124 or less	$\leq$ 59%

EXTRA CREDIT There is no extra credit. Please take full advantage of the fact that you are permitted to count the higher of two attempts on each exam toward the final grade, and that the labs are "open book" take home assignments.

OTHER ISSUES Extensions, Incompletes, and Drops

SANCTIONED UNIVERSITY ACTIVITIES, DOCUMENTED ILLNESS, FAMILY-RELATED EMERGENCY, AND DEATH IN THE FAMILY

Requests for an extension for missed work will be dealt with on a case-by-case basis but whatever the circumstance, documentation is required. If you are unable to document your excuse, it is highly unlikely that you will be permitted to make up the missed work. Because the labs and exams can be completed at any time, simply missing a Friday deadline does not ensure that you will be permitted to make up missed work even if the excuse is documented. Whatever the case – sanctioned university activity, documented illness, or family-related emergency or death in the family– full documentation is required. If you find yourself so sick that you miss an exam or lab submission, you should see a doctor, and if you do, the doctor will give you a written excuse.

Permission to make up missed exams or labs, or to receive an incomplete or a drop, is dealt with on a case-by-case basis, and requires a completed Extension Permission Request Form (available in SAC 5.112) and:

1) If a University-sanctioned activity, a letter from the director of the organization delivered to us BEFORE the event;
2) If an illness, a medical excuse documented by a letter from your doctor;
3) If a family death, an obituary or death certificate.

The extension request, consisting of supporting documentation and a completed Extension Permission Request Form (available in SAC 5.112), must be submitted for consideration **NO LATER** than one week following the missed exam or lab assignment and must receive approval before any missed work can be made up. If you cannot provide independent documentation that we can verify, it is highly unlikely that an extension request will be approved.

If a scheduling conflict arises from work or some other issues that will cause you to miss a deadline, please inform us as early as possible so we can assess the validity of the conflict and make any necessary arrangements. If you do not tell us ahead of time about a scheduled event, you will not receive permission to make up the missed work.

INCOMPLETES AND DROPS

If you find that you are unable to complete the course work, you may obtain a **drop** with a "Q" if you file the appropriate paperwork that you can obtain from your dean's office. This request must be filed by the University deadline.

An incomplete can generally only be granted for a serious medical condition as documented by a letter from your doctor. In only exceptional cases are other excuses considered legitimate grounds for an incomplete. We strongly advise you to finish the course as early as possible and thereby avoid any last-minute problems

It is your responsibility to finish the course on time!

SOME IMPORTANT DATES AND DEADLINES TO REMEMBER

For additional dates and deadlines, see http://registrar.utexas.edu/calendars/12-13

28 August:	Mandatory orientation meeting, WEL 3.502, 4–5pm
29 August:	First day Exams are available in the computer lab
3 September:	Last day of official add/drop period
6 September:	Deadline day to pass course compliance test
13 September:	Exam 1 deadline
13 September:	Twelfth Class Day
5 November:	Last day a student may, with their dean's approval, withdraw or drop a class, or change to pass/fail basis.
28-29 November:	Thanksgiving Holiday (no testing)
3–4 December:	Lab assignments 10-12 due (no exceptions)
6 December:	Exam 10 due (last day of testing: no exceptions)

Ant 301 SP Scores

Name _____

When you check status, record your scores in the tables below so that you keep a record of your point totals:

EXAMS

EXAM #	DATE	SCORE 1ST ATTEMPT	DATE	SCORE 2nd ATTEMPT	BEST SCORE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

_____
Total Exam Points

VIRTUAL LAB ASSIGNMENTS

LAB #	DATE	SCORE		LAB #	DATE	SCORE
1				7		
2				8		
3				9		
4				10		
5				11		
6				12		

_____
Total Lab Points

PRINT OUT THE LAST TWO PAGES AND POST WHERE YOU CAN REFER TO THEM

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Exam content from Jurmain et al. (2011) *Essentials* (8th edition textbook)

Exam 1 = chapters 1 and 2	Exam 6 = chapter 9
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Exam, Lab, and Check Status Deadline Dates

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Exam 5	18 Oct
Exam 6	25 Oct
Labs 4, 5, and 6	29 Oct last name M-Z 30 Oct last name A-L
Check Status	1 Nov
Exam 7	8 Nov
Exam 8	15 Nov
Exam 9	22 Nov
Labs 7, 8, and 9	26 Nov last name A-L 27 Nov last name M-Z
Check Status	27 Nov
Thanksgiving Break	28-29 Nov
Labs 10, 11, and 12	3 Dec last name M-Z 4 Dec last name A-L
Check Status	6 Dec
Exam 10	6 Dec

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Testing and Review Hours: SAC 5.112

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Thursday	8-9.30 am, 2-5 pm	9.30-10.30 am, 1-2 pm, 5-6 pm
Friday	9 am-12 pm, 1-4 pm **(limit 1 exam only by sign-up)**	**No review hours**

Hour	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Hour
8:00 AM						8:00 AM
9:00 AM						9:00 AM
10:00 AM						10:00 AM
11:00 AM						11:00 AM
12:00 PM						12:00 PM
1:00 PM						1:00 PM
2:00 PM						2:00 PM
3:00 PM						3:00 PM
4:00 PM						4:00 PM
5:00 PM						5:00 PM
6:00 PM						6:00 PM
7:00 PM						7:00 PM

TESTING

REVIEW