Division of Biological Sciences/SALK
194 Course Coordination

The Division of Biological Sciences offers a number of seminar courses (numbered 194) designed to provide students with an opportunity to extend what they have learned in upper-division courses by analyzing existing knowledge and contemporary thinking in a particular biological sciences field.

Beginning Fall quarter 2012, 194 courses will be classified under the various Biology subject codes - BIBC, BICD, BIEB, BIMM, BIPN and BISP. The classification of the 194 course will determine the prerequisites for that particular offering.

Primary Instructor
- A SALK faculty may teach a section of 194 individually.
- A maximum of two (2) faculty may be listed as instructors for any 194 course.
  - SALK faculty should identify a teaching partner.

Course Title
- BISP 194- Advanced Topics in Modern Biology
- BIBC 194- Advanced Topics in Modern Biology: Biochemistry
- BICD 194- Advanced Topics in Modern Biology: Cellular Development
- BIEB 194-Advanced Topics in Modern Biology: Ecology, Behavior, Evolution
- BIMM 194-Advanced Topics in Modern Biology: Molecular Biology
- BIPN 194-Advanced Topics in Modern Biology: Physiology and Neuroscience

General Course Description (updated 2012)
Course will vary in title and content. Students are expected to actively participate in reading, analyzing and demonstrate an understanding of primary literature. Current descriptions and subtitles may be found on the Schedule of Classes and the Biological Sciences website. Students may take a total of four 194 courses as topics vary. Students may not receive credit for the same topic.

*Faculty will be asked to provide a description/subtitle for the topic they will teach.

Scheduling
- This is a 2-unit course that meets for 1.5 hours per week for ten weeks. Total hours to be completed within the quarter are 15 hours (not including any final exam meeting time).
- All 194 courses will be scheduled in appropriate SALK space.
- Faculty must provide three (3) proposed day/time options to avoid course scheduling conflicts.

Textbook/Readings
- As determined by instructor
- No common text; dependent upon topic

Prerequisites
Instructors select one of the following based upon the required prerequisites:
- BISP 194-upper division standing and Genetics (BICD 100)
- BIBC 194-Structural Biochemistry (BIBC 100) OR Metabolic Biochemistry (BIBC 102)

- BICD 194-Cell Biology (BICD 110)
- BIEB 194-Introduction to Ecology (BIEB 102)
- BIMM 194-Molecular Biology (BIMM 100)
- BIPN 194-Mammalian Physiology I (BIPN 100) OR Cellular Neurobiology (BIPN 140)

Content/Syllabi
- All 194 courses are based on topics as selected by the faculty.
- The emphasis of 194 is that students actively participate in reading, analyzing and demonstrate an understanding or primary literature.
- Students enrolling in 194 will gain an experience that is likely not to be available in other courses.
- Example 194 syllabi may be found http://courses.ucsd.edu/syllabiList.aspx?name=BISP

Grading
Grading shall be determined by instructor but may include the following:
- Exams/quizzes
- Summary of literature
- Participation in discussion
- Presentation/peer feedback/evaluation
- Preparedness
- Attendance
- Final project

Enrollment
Projected Enrollment: 194 courses will have projected enrollments of 40-50 students. The EC has found that this is a reasonable enrollment. If an instructor proposes a lower enrollment, an exception must be requested and granted. Instructors will need to indicate why a lower enrollment is justified.

Minimum Enrollment
Should the enrollment be lower than eight students during week three of the quarter, the class could still be taught. The following offering of the course would need to potentially be modified, quarter changed, etc. to bring the enrollment up to a reasonable number. If that were not accomplished the second offering, teaching credit (divisional) would not be granted and the same course could not be offered in future quarters.

General Course Information
- 194 courses are comprised of lecture/seminar only; discussion sections are not included with any 194 course.
- TA/tutor support is not provided to any 194 course

Evaluations
All 194 courses will be evaluated as all other undergraduate UCSD courses via CAPE (Course and Professor Evaluations). CAPE is a student run organization that administers a standardized evaluation of UCSD's undergraduate courses and professors.

- CAPE uses data from the Registrar to identify all team-taught classes and generate a survey for each instructor listed. Please update all information with the Registrar!
- Instructors may include custom questions to the survey. Email cape@ucsd.edu with your name and course to tell CAPE the questions you would like to add on the surveys. CAPE is currently limiting the number of custom questions to 5. For now, these questions should have the maximum of 6 multiple choice answers. Submit them by week 8.

Grading Information
- Students may enroll in a 194 course for either a letter grade or for a P/NP option. For grading information and breakdown, please see UCSD grading system.
- UCSD utilizes an electronic (web based) grading system called eGrades. For information about eGrades, specifically how to submit grades at the end of the quarter, please see Electronic Grades (eGrades).
  - eGrades uses UCSD Single Sign-On for authentication meaning you will need to be able to sign on to the system to assign grades. *Please see appendix for instructions for resetting the password if it is not known*.

Timeline
If faculty proposes to teach a 194 course, all information must be submitted during the following timeline to bioscheduling@ucsd.edu. Biology Student & Instructional Services collects all requests and forwards them to the Registrar's for placement.

Request for *Fall* teaching times must be received by *January 15th*
Request for *Winter* teaching times must be received by *June 15th*
Request for *Spring* teaching times must be received by *September 15th*

Confirmation of schedule will be emailed once all courses have been placed and are complete. Confirmations via email to faculty can be expected for teaching in the following quarters:
Fall-mid April
Winter- mid October
Spring- mid January

Checklist of Items
Send email to bioscheduling@ucsd.edu by deadlines
- ☐ Name(s) of participating faculty to be listed as instructor
- ☐ Quarter to be scheduled (fall, winter or spring)
- ☐ Three (3) day/time options
- ☐ Location at SALK; room number or name
- ☐ 194 course option selected (BIBC, BICD, BIEB, BIMM, BIPN, BISP)
- ☐ Subtitle
- ☐ Course description (50 words or less)
- ☐ Textbook information (if applicable)

Directions for resetting the password on UCSD Single Sign-On system

Below are the instructions for resetting a password for on Single Sign-On system for those who don't remember their password.

1. Click on one of the following sites that require the UCSD Single Sign-On.
    a. E- grades: http://egrades.ucsd.edu/
    b. Graduate Student Evaluations: https://ogs-faculty.ucsd.edu/secure/evaluation/index.php
    c. Biology Graduate Student Recruitment site: https://dbsportal.ucsd.edu/protectedinfo/aiac
    d. UCSD On-Line Graduate Admissions system: https://gradreview2.ucsd.edu/
2. This takes you to our UCSD Single Sign-On page.
3. Click on *'Reset your password*?', (next to the Password line)
4. From there you will need to enter the following:
    a. UserID: *<UCSD e-mail name>@ucsd.edu*
    b. UCSD Employee ID: <6 digit number>
    c. Last four digits of the SSN:
    d. Birth Date:
5. The system will then send a temporary password that the member will use to log in. This should come to the Salk e-mail address.
6. Once the member gets their temporary password, they can simply log in to the system with the username and temporary password.
7. The system will have them change their password and then they'll have access to any of our on-line systems at UCSD.