Principles of Zoology Lab Syllabus and Policy
Fall 2017
Bio 133.020, Bio 133.021, Bio 133.022, Bio 133.023, Bio 133.023, Bio 133.024

Name: Mr. Justin Sullivan, M.S.
Department: Biology
Email: sullivanjb@sfasu.edu

* All contact via e-mail should be professional in manner with proper punctuation and grammar. Your name and your lab section should be included in the body of any email correspondence. E-mails sent in an unacceptable format will not be answered.

* Do not contact me through D2L, I will not respond. Only use my SFA email (sullivanjb@sfasu.edu).

Phone: (936) 468-5987
Office: S108
Office Hours: M 8:30 A.M. - 9:00 A.M., T 11:00 A.M. - 12:00 P.M. and 1:00 P.M. – 2:00 P.M., W 8:00 A.M. - 8:30 A.M. R 12:00 P.M. – 2:00 P.M., or by appointment.
Class Meeting Time & Place: Bio 133.020 M 9:00-10:50 S109
Bio 133.021 M 12:00-1:50 S109
Bio 133.022 M 2:00-3:50 S109
Bio 133.023 T 9:00-10:50 S109
Bio 133.024 T 2:00-3:50 S109

Text:


Course Description: One semester hour, two hours lab per week. Fundamental principles of animal life, including invertebrate and vertebrate animals. Required lab fee.

Pre-requisites: None

Co-requisite: BIO 133 Lecture

Program Learning Outcomes:

- PLO 1: The student will demonstrate a good knowledge base in biological concepts.
- PLO 4: The student will be able to design, carry out, and analyze experiments to answer biological questions using the scientific method.
- PLO 6: The student will demonstrate preparation for future career and educational goals.

General Education Core Curriculum
The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in Principles of Zoology you are also enrolling in a Core Curriculum Course that fulfills the Empirical and Quantitative Skills requirement. You will see this course on your D2L list.

At one point during the semester, you will receive an assignment that fulfills both the requirements of this course and the needs of Stephen F. Austin State University’s Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board. When you complete this one assignment, you need to upload the assignment to both your standard course dropbox determined by your Instructor and the “Core
The Core Curriculum dropbox will be identified by the Objective for which work is being collected. (Examples: Critical Thinking, Teamwork, Social Responsibility Empirical & Quantitative Skills, Personal Responsibility, Communication Skills-Written, Communication Skills-Written & Visual, and Communication Skills-Oral & Visual.) Please note that this only applies to the approved assignment. All other assignments should be submitted according to regular class operations.

When you complete the assignment mentioned above, you will upload the assignment to both the Principles of Zoology dropbox and the Empirical and Quantitative Skills dropbox.

Please note that this only applies to the specific assignment listed in the matrix below. All other assignments should be submitted according to regular class operations.

If you have any questions, please see your instructor, or contact the Office of Student Learning and Institutional Assessment at (936) 468-1130.

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to the D2L Empirical and Quantitative Skills dropbox this semester, and the date the assignment(s) should be uploaded to the D2L Empirical and Quantitative Skills dropbox. Not every assignment will be submitted for core assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in the D2L Empirical and Quantitative Skills dropbox.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due</th>
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</thead>
<tbody>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Student Learning Outcomes:

Student’s understanding will be evaluated with weekly quizzes, lab reports and two scheduled exams covering multiple exercises. The final lab grade counts 1/3 of their final Bio. 133 grade. Students who successfully complete the Introductory Zoology Laboratory will be able to:

1. Give concise and accurate answers to questions. (EEO 2, 3, 4; PLO 1, 4, 6)
2. Demonstrate a competent knowledge of the relationships of the organisms studied. (EEO 1, 3, 5; PLO 1, 4)
3. Demonstrate proper microscope usage skills. (EEO 1, 2, 5; PLO 1, 4, 6)
4. Demonstrate a proficient vocabulary of biological terms. (EEO 1, 2; PLO 1, 4, 6)
5. Demonstrate a competent knowledge of the binomial system of nomenclature. (EEO 1, 3, 4; PLO 1, 4, 6)
Determination of Lab Grade:

1. Participation: Participation will be evaluated during each lab activity. You will get full credit for participation as long as you work with your group to complete the activity in a reasonable amount of time. Points will be deducted if you fail to complete activities, distract your classmates, show up late to lab, leave lab early, are absent for any reason, or fail to obey the lab rules. See posted lab rules for list of deductions.

2. Quizzes: Quizzes will consist of questions from the “Before You Go to Lab” section of each lab exercise and information from the previous lab including representative taxa. It is your responsibility to answer these sections completely before you come to lab. This work is to be done individually. A minimum of 12 total quizzes will be given during the semester. The top ten quizzes will be used in determining your lab grade. Missing a quiz, being absent, showing up late or leaving lab early will result in a zero for that week’s quiz.

3. Lab Reports: Lab Reports will be completed as a collaborative effort from all members of your lab group. Failure to participate or contribute to lap reports may result in your expulsion from the group and require you to complete lab reports on your own. Lab report forms will be provided, failure to follow instructions and/or submitting files in unreadable or inaccessible formats may result in receiving no credit for lab reports. Absences (excused or unexcused), showing up late or leaving lab early will result in a zero for that week’s lab report. In the event of an excused absence, arrangements will need to be made between the student and lab instructor for making up the missed lab and lab report.

The lab portion of your grade is determined by earning 90%, 80%, 70% and 60% of the available points for the associated traditional letter grade. The lecture portion makes up 3/4ths of your course grade with the lab portion making up the remaining 1/4th.

A single grade, assigned to both the lecture (BIO 133) and laboratory (BIO 133L), will be determined by combining your lecture grade and laboratory grade using the following formula:

\[
\text{Biology 133 course grade} = \frac{(3)(\text{Bio 133 lecture grade}) + (\text{Bio 133 lab grade})}{4} \times 100
\]

The following weights will be used to calculate the lab grade:

- Participation: 50 points
- Quizzes: 200 points (10 x 20 points each)
- Lab Reports: 200 points (8 x 25 points each)
- Practical Exam: 50 points
- Total of 500 points

Attendance Policy:

Attendance will be taken at the beginning of every lab meeting. Failure to attend lab, arriving late to lab, or leaving lab early will result in the reduction of your participation grade and zeroes on any daily work or assigned material. You must have an excused absence to make up any assignment. If you have an excused absence you may make up your missed assignments before the next class meeting. Attendance
points will be returned to you, after the missed lab has been made up. Missed assignments, including missed group work, will be completed by you and without assistance from your normal group members. Excused absences include:

- **Sickness** - If you are sick you must notify me through email within 24 hours of your lab or recitation, as well as, **provide a doctor’s note** upon return. If you do not contact me within 24 hours of your lab you will not be allowed to make up the assignment.

- **Family emergency or death** - If there is a family emergency or death in the family you will need to contact the Office of Student Rights and Responsibilities ((room) 315 Rusk Building, (telephone) 936-468-2703) and request an absence notification be sent to your instructors. The Office of Student Rights and Responsibilities will notify all your instructors of your absence.

- **School function** - If you will be absent due to a school related function you need to notify me at least 24 hours in advance and provide a signed note from the facility member in charge of the function.

**Acceptable Student Behavior:**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1, http://www.sfasu.edu/policies/student_conduct_code.asp). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. **If you are asked to leave, you must schedule a time to meet with me before you are allowed to attend another lab.** Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Academic Integrity (A-9.1):**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.
Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
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<thead>
<tr>
<th>Week</th>
<th>Lab</th>
<th>Text</th>
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<tbody>
<tr>
<td>1</td>
<td>(Aug. 27 – Aug. 31) NO LAB</td>
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<tr>
<td>2</td>
<td>(Sept. 3 – Sept. 7) Introduction and Microscope</td>
<td>Lab 1 Pg 1-8</td>
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<td>3</td>
<td>(Sept. 10 – Sept. 14) Foraging and Predator/Prey Relationships</td>
<td>Lab 2 Pg 9-12</td>
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<td>4</td>
<td>(Sept. 17 – Sept. 21) Cardiovascular</td>
<td>Lab 3 Pg 13-18</td>
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<td>5</td>
<td>(Sept. 24 – Sept. 28) Muscular System</td>
<td>Lab 4 Pg 19-26</td>
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<td>6</td>
<td>(Oct. 1 – Oct. 5) Phylogenetics</td>
<td>Lab 5 Pg 27-32</td>
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<td>7</td>
<td>(Oct. 8 – Oct. 12) Cnidarians</td>
<td>Lab 6 Pg 33-40</td>
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<td>8</td>
<td>(Oct. 15 – Oct. 19) Lophotrochozoa I–Flatworms and Rotifers</td>
<td>Lab7 Pg 41-46</td>
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<tr>
<td>9</td>
<td>(Oct. 22 – Oct. 26) Lophotrochozoa II–Molluscs and Annelids</td>
<td>Lab 8 Pg 47-54</td>
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<tr>
<td>10</td>
<td>(Oct. 29 – Nov. 2) Nematodes, Arthropoda I–Chelicerates</td>
<td>Lab 9 Pg 55-60</td>
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<tr>
<td>11</td>
<td>(Nov. 5 – Nov. 9) Arthropoda II–Crustaceans and Insects</td>
<td>Lab 10 Pg 61-66</td>
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<tr>
<td>12</td>
<td>(Nov. 12 – Nov. 16) Echinoderms</td>
<td>Lab 11 Pg 67-70</td>
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<td>13</td>
<td>(Nov. 19 – Nov. 23) THANKSGIVING HOLIDAY – NO LAB</td>
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<tr>
<td>14</td>
<td>(Nov. 26 – Nov. 30) Vertebrata I–Fishes and Vertebrata II–Tetrapods</td>
<td>Lab 12 Pg 71-76 and Lab 13 Pg 77-81</td>
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<tr>
<td>15</td>
<td>(Dec. 3 – Dec. 7) LAB PRACTICAL</td>
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<td>16</td>
<td>(Dec. 10 – Dec. 14) FINAL EXAMS – NO LAB</td>
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