Human Biology Lab Syllabus and Policy
BIO 123.420 L Human Biology Spring 2020

M-F Center High School Dual Credit
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Office Hours: Room 213 Center High School
Daily 8:40-9:35
Or by appointment

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* All contact via e-mail should be professional in manner with proper punctuation and grammar. E-mails sent in an unacceptable format will not be answered.


Course Description: Human Biology Laboratory. One semester hour, 2 hours laboratory per week. Hands on experiments in the microscope, human anatomy & physiology, genetics, and evolution. Co-requisite BIO 123. Required lab fee.

Pre-requisites: None
Co-requisite: BIO 123 Lecture

Program Learning Outcomes: There are no specific program learning outcomes for the major addressed in this course. It is a general education core curriculum course and / or a service course.

General Education Core Curriculum Objectives / Outcomes:

- **Core Objective 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. (SLO’s 2 – 6)
- **Core Objective 2. Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication. (SLO – 5)
- **Core Objective 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. (SLO – 3)
- **Core Objective 4. Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. (SLO - 6)

This course has been selected to be part of Stephen F. Austin State University’s core curriculum. The Texas Higher Education Coordinating Board has identified six objectives for all core courses: 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.

During selected semesters, 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.

If you have any questions, please see your instructor or contact the University Assessment Specialist at (936) 468-1267 or jstringfield@sfasu.edu.
The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to address the objectives in this course and uploaded to the D2L dropbox, and the date the assignment(s) should be uploaded to D2L dropbox. Not every assignment will be collected for assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in D2L dropbox.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>TBA</td>
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</tr>
</tbody>
</table>

**Student Learning Outcomes:**

- **SLO – 1:** Demonstrate an understanding of the scientific process by designing experiments that address a testable hypothesis (CO #1)
- **SLO – 2:** An understanding of the basic human organ systems, including their anatomy and physiology, their control, and their function in the whole organism context (CO #1)
- **SLO – 3:** Use quantitative reasoning to interpret and draw conclusions from data collected during laboratory exercises and supplemental readings in lecture (CO #1 & #3)
- **SLO – 4:** An understanding of how humans interact with and impact the ecosystem (CO #1)
- **SLO – 5:** Be able to present collected scientific data in a meaningful and clear fashion, in both written and oral form (CO #1 & #2)
- **SLO – 6:** Demonstrate the skills necessary to function as a contributing team member in order to collect and present scientific data (CO #1, #2, & #4)

**ATTENDANCE POLICY:** Students are required to be present when the bell rings. Attendance will be taken every day. More than three tardies constitutes an absence for the class. Center High School’s bell schedule will be the determiner for this. To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the instructor, which allows the student to fulfill the instructional requirements for the class.

**POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUizzes and LATE WORK:**

a. Late work – will be due one day following the original due date of the assignment with a 25% reduction on the grade. Late work will not be accepted beyond the one day requirement. A student will receive a zero for any work not turned in during the required time.

b. Make-up work (For Excused Absences) – Make-up work for excused absences shall be made available to all students. Students are responsible for asking for make-up work upon return to class. The number of days allowed for completion of make-up work shall be equal to the number of days missed. In the event of an extended absence, other arrangements approved by the instructor will be made.

c. Any assignments not turned in during the allotted time will follow late work guidelines.
Students will not be required to take an exam or turn in an assignment on the day of returning to school if the test or assignment was assigned during the student’s absence. Make-up work may be a revised version of the original assignment.

d. Make-up work (For Unexcused absence) – A student with an unexcused absence may make up all work missed, but will receive a 25% reduction in any grade(s). Students shall receive a zero for any assignment or test not made up within the allotted time. The number of days allowed for completion of make-up work shall be equal to the number of days missed.

e. Make up labs: same policies apply; however, if the lab involves perishable or live materials, there will BE NO MAKE UP LAB. Make every effort to attend!!

**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 previous section of each lab exercise as well as material from the current week’s lab. Questions will be multiple choice and matching in nature. I reserve the right to change the format of the quizzes during the semester. A minimum of ten total quizzes will be given during the semester. Missing a quiz, being absent, showing up late or leaving lab early will result in a zero for that week’s quiz.

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 2/3rds of your course grade with the lab portion making up the remaining 1/3rd. A single grade, assigned to both the lecture (BIO 123) and laboratory (BIO 123L) will be determined by combining your lecture grade and laboratory grade using the following formula:

$$\text{Biology 123 course grade} = \frac{(2)(\text{Bio 123 lecture grade})+(\text{Bio 123 lab grade})}{3} \times 100$$

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

- Participation: 100 points
- Quizzes: 900 points (best 9 quizzes x 100 points each)
- Total of 1000 points

**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 on 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/](http://www.sfasu.edu/disabilityservices/).
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<tr>
<th>Week</th>
<th>Lab</th>
<th>Text</th>
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<tbody>
<tr>
<td>1</td>
<td>NO LAB</td>
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</tr>
<tr>
<td>2</td>
<td>Introduction and The Microscope</td>
<td>Ex. 2</td>
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<tr>
<td>3</td>
<td>Scientific Method / Orientations to the Human Body</td>
<td>Ex. 1, Ex. 6</td>
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<tr>
<td>4</td>
<td>The Anatomy and Diversity of Cells / Tissues</td>
<td>Ex. 3, Ex. 5</td>
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<tr>
<td>5</td>
<td>Skeletal System</td>
<td>Ex. 8</td>
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<tr>
<td>6</td>
<td>Muscular System</td>
<td>Ex. 9</td>
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<tr>
<td>7</td>
<td>CHS WINTER BREAK</td>
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<tr>
<td>8</td>
<td>Nervous System</td>
<td>Ex. 10, Ex. 11</td>
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<td>9</td>
<td>The Senses</td>
<td>Ex. 12</td>
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<tr>
<td>10</td>
<td>Blood</td>
<td>Ex. 14</td>
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<tr>
<td>11</td>
<td>Heart and Blood Vessels</td>
<td>Ex. 15</td>
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<td>12</td>
<td>Respiratory System</td>
<td>Ex. 16</td>
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<tr>
<td>13</td>
<td>Urinary System/Digestive System</td>
<td>Ex. 18, Ex. 17</td>
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<tr>
<td>14</td>
<td>Genetics / Evolution</td>
<td>Handout, Ex. 22</td>
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<td>15</td>
<td>CHS SPRING BREAK</td>
<td></td>
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<tr>
<td>16</td>
<td>REVIEW</td>
<td></td>
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<tr>
<td>17</td>
<td>FINAL EXAMS – NO LAB</td>
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