**Animal Form and Function Lab Syllabus and Policy Fall 2021**  
**Bio 2071.020, Bio 2071.021**

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**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 10am – 12pm, T 1pm, - 2pm, W 9am – 10am, R 12pm – 1pm, or by appointment.

**Class Meeting Time & Place:**  
- Bio 2071.020 M 12:00-2:50 Miller Science 109  
- Bio 2071.021 T 2:00-4:50 Miller Science 109

**Text:**  

**Lecture Text:** See lecture syllabus

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

**Pre-requisites:** Successful completion of BIOL 1306 strongly recommended before taking this course. Must be TSI complete for all BIOL courses.

**Co-requisite:** BIO 2371Lecture

**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. More than three unexcused absences during the semester will result in your receiving a failing grade (“F”) for the entire course. As we are often working with live/perishable items, make-ups labs will not be offered during the semester. A number of drop grades have been incorporated into the grading scheme, it is advisable to use these drop grades wisely.

**Determination of Lab Grade:**  
The course grade is based solely on the weekly activities/assignments.

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.

BIOL 1107 lab comprises 25% of the combined lecture & lab score. For example, if one earns an A in lecture, a C in lab, and a B overall, the transcript will record a B for both lecture (2371) and lab (2071).
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. Additional rules and guidelines for lab will be covered the first week of 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.

Student Learning Outcomes (Course Competencies):

1. Understand basic approaches to testing scientific hypotheses
2. Understand the fundamentals of evolution
3. Learn the diversity of animal anatomy and physiology
4. Learn animal classification and phylogenies
5. Learn traits, distribution and diversity of each major animal lineages

Program Learning Outcomes:

PLO 1 - Knowledge. Demonstrate a good knowledge base in biological concepts and be able to integrate knowledge with critical thinking skills to become problem solvers. Knowledge base will include: levels of complexity (molecular/cellular through population/communities/ecosystems), biological principles and processes. This PLO is met by the SLOs listed above.

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.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

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/.

**Mental Health and Wellness**

*Please copy and paste the following information into your course syllabus.*

SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
**SFA Counseling Services** [www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices) Rusk Building, 3rd Floor 936.468.2401

**SFA Human Services Counseling Clinic**
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)

Human Services, Room 202 936.468.1041

**Crisis Resources:**

Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255) Crisis Text Line: Text HELLO to 741-741
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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. 23 – Aug. 25)</td>
<td>No Lab</td>
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<tr>
<td>2</td>
<td>(Aug. 30 - Sept. 2)</td>
<td>Introduction; Microscope and Hypothesis Testing</td>
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<tr>
<td>3</td>
<td>(Sept. 6 - Sept. 10)</td>
<td>Foraging and Predator/Prey Relationships</td>
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<td>4</td>
<td>(Sept. 13 - Sept. 17)</td>
<td>Cardiovascular</td>
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<td>5</td>
<td>(Sept. 20 - Sept. 24)</td>
<td>Muscular System</td>
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<td>6</td>
<td>(Sept. 27 – Oct. 1)</td>
<td>Phylogenetics</td>
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<tr>
<td>7</td>
<td>(Oct. 4 - Oct. 8)</td>
<td>Cnidarians</td>
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<td>8</td>
<td>(Oct. 11 - Oct. 15)</td>
<td>Lophotrochozoa I–Flatworms and Rotifers</td>
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<td>9</td>
<td>(Oct. 18 - Oct. 22)</td>
<td>Lophotrochozoa II–Molluscs and Annelids</td>
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<td>10</td>
<td>(Oct. 25 - Oct. 29)</td>
<td>Nematodes, Arthropoda I–Chelicerates</td>
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<td>11</td>
<td>(Nov. 1 - Nov. 5)</td>
<td>Arthropoda II–Crustaceans and Insects</td>
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<td>12</td>
<td>(Nov. 8 - Nov. 12)</td>
<td>Echinoderms</td>
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<td>13</td>
<td>(Nov. 15 - Nov. 19)</td>
<td>Vertebrata I - Fishes</td>
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<td>14</td>
<td>(Nov. 22 - Nov. 26)</td>
<td><strong>SPRING BREAK</strong></td>
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<td>15</td>
<td>(Nov. 29 - Dec. 3)</td>
<td>Vertebrata II - Tetrapods</td>
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<tr>
<td>16</td>
<td>(Dec. 6 - Dec. 10)</td>
<td>Finals Week</td>
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