Fall 2023 BIOL 1108 022
Biology for Non-Science Majors Lab

Instructor: Mrs. Alexandria Bryant, M.I.S.
Department of Biology
105 Miller Science
(936) 468-2458
Alexandria.Bryant@sfasu.edu do NOT email me using D2L or I may not see your email until days later!

Office Hours:
M 10:00 am - 11:00 am
T 11:00 am - 1:00 pm
W 10:00 am – 11:00 am
R 10:00 am – 11:00 am
I have an open-door policy. If my office door is open then I am available to speak with you. Otherwise, come during office hours above or make an appointment.

Meeting Times: Thursday 12:00 - 1:50 PM

Meeting Place: 103 Miller Science

TAs:

Text and Materials:
All lab materials will be made available online via D2L. Students must print and bring all lab handouts to class.

Grading:

<table>
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<th>Component</th>
<th>Points</th>
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<tr>
<td>12 Labs x 100 pts</td>
<td>1200 pts</td>
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<tr>
<td>Drop one lab</td>
<td>-100 pts</td>
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<tr>
<td>Total</td>
<td>1100 pts</td>
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Lab Grades:
Each lab is worth 100 pts total broken down as follows:

- 10 pt pre-lab quiz
  - Pre-lab quizzes will be taken online and are due ten minutes before lab begins. Prelab quizzes will cover concepts (boldface words) and lab procedures for the day. You need to familiarize yourself with the day’s activities. Missed lab quizzes CANNOT be made up!

- 80 pt lab assignment
  - There will be an 80-point lab assignment that will either be completed in lab and turned in before you leave OR will be turned in on the D2L Dropbox later during the week.
  - You must submit D2L assignments before the Dropbox closes. No Dropbox assignment will be accepted after the box closes. Please plan accordingly.

- 10 pt participation
  - Points may be deducted from for any of the following:
    - 1 point per minute tardy (up to ten)
    - 10 points for absence EVEN IF the lab is made up
    - 10 points for failure to bring a printed copy of the day’s lab
    - Cursing/bad language
    - Disrespectful language towards other students or instructors
    - Failure to clean up, leaving your table or glassware messy
    - Failure to return instruments to their lab kits.
- Bringing food or beverages into lab.
- Using cell phones (unless specifically allowed) during lab
- Doing outside work during lab
  - Note that we cannot always tell which student at lab table was responsible for being messy, in which case all students at that table may be penalized

Your lowest lab grade will be dropped.

Final grades are computed as follows:

\[
66.7\% \text{ lecture score} + 33.3\% \text{ lab score} = \text{Final Grade}
\]

You will receive the same grade in BOTH lecture and lab

**General Education Core Curriculum Objectives**

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 BIOL 1308/1108, you are also enrolling in a Core Curriculum Course that fulfills these requirements. The chart below indicates: (a) The core objectives that are required to be taught in this course per the Texas Higher Education Coordinating Board (THECB), (b) How the required core objectives will be addressed.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>How the Core Objective Will be Addressed.</th>
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<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.</td>
<td>Students will draw conclusions based on the data obtained in lab activities and develop procedures to test scientific questions.</td>
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<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation, and expression of ideas through written, oral, and visual communication.</td>
<td>Students will communicate with lab partners during lab procedures and develop answers to lab questions as a lab group.</td>
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<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>Students will create and interpret charts and graphs and perform calculations related to the lab topic such as percent, percent difference, surface area to volume ratio, standard deviation, etc.</td>
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<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td>By assigning roles in lab groups, students will execute complex procedures and interpret the results as a group.</td>
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<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions, and consequences to ethical decision-making.</td>
<td>Students are responsible for maintaining their lab equipment and keeping lab areas clean.</td>
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<tr>
<td>Social Responsibility</td>
<td>To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
<td>Students will relate topics learned in lab to global events and natural phenomena and be able to communicate these ideas to others in the community.</td>
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**Credit Hour Justification**
The lab represents 1 credit hour of work. As per the University policy 5.4, one credit hour of work includes the time spent in course, plus two hours of outside work per week. The lab portion of this course requires the following time commitments:

- One hour of prep time per lab per week. During this time students should read the lab and become familiar with the lab exercises. Preparation time also includes taking the prelab quiz, which will be available on D2L and is due BEFORE lab starts, no exceptions.
- Two hours of lab per week
- Some labs periods will be spent gathering data and will require students to perform post-lab analysis or writeups that will be turned in in the D2L DropBox. These activities occur only sporadically through the semester, but average out to an hour per week.

Attendance Policy:

Attendance is mandatory each week. Because our laboratory classroom is shared by other courses, **missed lab activities cannot be set up to be performed at times outside our scheduled class time.** University policy requires faculty to allow students to make up 15% (one week) of missed work. This is equivalent to the dropped lab. **Subsequent unexcused absences cannot be made up.** ONE additional excused absence can be made up with an alternate assignment or quiz. Absences are excused for SFASU sponsored events, family emergencies, and sickness.

- You must notify me in advance when you will miss lab for a SFASU sponsored event.
- Family emergencies must be submitted to the Office of Student Rights and Responsibilities to have the absence excused.
- Absences due to sickness require a note from a medical professional. There is a health clinic on campus that is available to students for little to no cost.

Lab Safety:

1. No food or drink allowed in lab. Water bottles must be stored in backpacks.
2. No tobacco products (including vapes) allowed in the lab, including outdoor exercises.
3. Cell phones and personal electronics must be turned off and put away, unless specifically allowed by the lab instructor.
4. Lab coats and safety goggles are not required. When gloves are needed they will be provided in lab.

Desire to Learn (D2L):

D2L can be accessed through [http://d2l.sfasu.edu/](http://d2l.sfasu.edu/) where you will find a pdf version of each lab and weekly quizzes. You may access your lab grades via D2L as well. Occasionally I will send emails to the class through D2L. **You should have these emails forwarded to your normal email account so that you receive them in a timely fashion.** To do so, open your D2L. Click on email. A blue settings icon will appear in the email area. Click on it. Click the forwarding button and enter the email address you actually use. Warning, you can only respond to D2L emails within the D2L program. If you respond using Outlook to an email that came from D2L it will not be sent!

Disabilities Statement:

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/).

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). 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. 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.

Additional tutoring can be obtained at the AARC. There is a Walk-In table for the lecture portion of this course (BIOL-1308). The hours for walk-in tutoring can be found on the website https://www.sfasu.edu/aarc/tutoring-services. Other options include tutoring by booking an appointment at the AARC. The TAs assigned to your lab section may or may not be available to answer questions by email in a timely manner.

**Academic Integrity:**

*(University Policy A-9.1 Statement):*

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

In this lab course, the use of AI software including Chat GPT and others, in order to provide answers to questions on lab quizzes and assignments is considered a violation of academic integrity and if a student is found to be using such software, the instructor will pursue this violation according to the procedure outlined in the Code of Student Conduct and Academic Integrity.

Additionally, it is considered cheating for students to copy answers from a prior lab section or bring partially or fully completed lab handouts to lab.

The possible sanction for this behavior, if a student is found responsible according to the procedure outlined in the Code of Student Conduct and Academic Integrity, would be receiving a “zero” on the lab quiz or assignment without the ability to make up the lab.

**Withheld Grades Semester Grades Policy (5.5)**
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 coursework because of unavoidable circumstances. Students must complete the work 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:**

**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

**The Health and Wellness Hub** “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741
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