Name: Mrs. Cassey L. Edwards, M. S.
Department: Biology
Email: cassey.edwards@sfasu.edu
Phone: TBA
Office: TBA
Office hours: By Appointment.
Class meeting time & place: Online on Brightspace D2L
* All contact via e-mail should be professional in a manner with proper punctuation and grammar. E-mails sent in an unacceptable format will NOT be answered. Do not send emails through D2L!

Lab Materials:
Lab kits are purchased from Carolina Biological Supply, Distance Learning, and instructions for purchase are posted in D2L. Lab kits can also be obtained through the SFA Bookstore. Lab kits contain all lab materials. Student worksheets and lab manuals are posted on D2L. All lab reports should be submitted as pdf documents to avoid compatibility issues.

LAB KITS MUST BE OBTAINED BEFORE THE START OF CLASS TO AVOID MISSING LAB DUE DATES

Course Description:
This laboratory-based course accompanies BIOL 1306 Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Pre-requisites:
TSI compliance in English and Reading

Co-requisite:
BIOL 1306 Biology for Science Majors1 (Lecture)

Number of Credit Hours:
4 total: 3 from Lecture & 1 from Lab

Credit Hour Justification:
This laboratory course requires students to complete hands-on investigations in human biology. Each laboratory exercise can require 3 – 4 hours to complete. In addition, students are required to complete lab reports that involve recording significant amounts of collected data, writing substantive and meaningful conclusion statements, and the construction of informative graphs. Students can expect to spend a minimum of 3 – 4 hours completing the laboratory exercises AND an additional 3 – 4 hours (outside of what would normally be spent in a face-to-face setting) writing up the results of the laboratory exercises to successfully complete this course.
Attendance:
There are no required class meetings to attend, but all lab reports must be submitted on time. A late lab report will be treated like an absence, and the SFA attendance policy regarding make-up work will be followed: “Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.” 15% of BIOL 1109 is one (1) lab report. Acceptable excuses for missing a lab report deadline include illness, University-sponsored events, and family emergencies. Documentation must be provided. Prior notice should be given if you will be at a University-sponsored event.

Grading Policy:
Your performance in BIO 1109 will be assessed by the means of laboratory worksheets. Each laboratory exercise has an associated worksheet. Each worksheet is worth (30) points and is graded using a rubric visible to you. This means there is a total of (270) points available in BIOL 1109. Grades for each worksheet will be recorded in D2L. The required elements for worksheets can be found in the document “Worksheet Requirements” posted in the “Getting Started” module of the BIOL 1109 D2L page. Your Laboratory Grade will be determined using the following formula:

\[
BIOL\ 1109\ Grade = \frac{Total\ Worksheet\ Points\ Earned}{270} \times 100
\]

A single common grade will be assigned for both BIOL 1309 and BIOL 1109. This grade will be determined by combining the grades earned in BIOL 1309, BIOL 1109, and then assigning this single common grade for both courses. Shown below is how the grades earned in BIOL 1309 and BIOL 1109 will be combined:

\[
BIOL\ 1309\ common\ grade = \frac{3(BIOL\ 1309\ grade) + (BIOL\ 1109\ grade)}{4}
\]

You will note that BIOL 1309 contributes 75% of the common grade while BIOL 1109 contributes 25%.

Course Evaluations:
A course evaluation the week before the final is available on MySFA. Your participation in this survey allows me to ensure student’s lab experiences are optimal. Your opinion, both positive and negative, is highly valued.

Withdrawal Policy:
It is the student’s responsibility to withdraw from the course if necessary. The last day to withdraw from a course can be found on the Registrar’s Office website.

Program Learning Outcomes:
It is a co-requisite to Biology for Science Majors a general education core curriculum course. Each course objective and student learning outcome listed below correspond to the Biology Department PLO 1, to develop knowledge of biological concepts.

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 BIOL 1109-022 you are also enrolling in a Core Curriculum Course that fulfills the General Education Core curriculum requirement.

General Education Core Curriculum Objectives/Outcomes:
1. Critical Thinking: to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Teamwork: includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientists.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe cell membranes’ structure and molecules’ movement across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Purpose of the Biology Laboratory:
The laboratory is an important part of the introductory biology experience. The lab is intended to add to and/or supplement the lecture portion of the course by providing you an opportunity to experience “hands-on” some of the theories and principles that are presented in lecture. The lab also helps students evolve from “memorizers” to “thinkers”. In the lab you must have the mindset of a biologist – you must have a clear question for which you are seeking an answer and you must use information gained from one area of science to interpret another. Development of critical thinking, data analysis, and sound laboratory techniques are core elements of the laboratory.

Expectations for Students in BIO 1309 online:
1. **Technical Preparation:** The technical nature of the course demands preparation on your part. Students should submit all assignments early enough to account for technical difficulties. In the event of a technical catastrophe (e.g. the university's main fiber optic line gets severed, a hurricane floods telecommunications hubs in Houston, the D2L server goes down, etc.—all of these things have happened), please do not
inundate the Biology Department with phone calls. I will communicate with the class as soon as is technically possible.

2. **Technology Requirement:** As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Semester Calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. Just as it is your responsibility to acquire and maintain adequate transportation to attend a face-to-face course, it is your responsibility to secure the technological means to participate in and complete this course. If you are having technical issues with D2L, please call the student helpline at 936-468-1919 or e-mail at d2l@sfasu.edu. Live support is available from 8 am CST to 5 pm CST, Monday through Friday. Additional information can be found on the SFA online website. For many labs, a device (smartphone, digital camera, etc.) will be required to photograph results and progress for submission.

3. **Distance Learning Supplies.** Carolina Biological Supply Company supplies materials necessary for Laboratory Exercises #3, #4, #5, #6, and #7, as well as a laboratory safety guide, a dissecting kit, and personal protective equipment. This purchase **IS REQUIRED.** Please refer back to the “Introduction and Lab Kit Information” within the “Getting Started” module for more information on how to purchase the kit. In some cases, you will need to purchase additional supplies required for laboratory exercises. This will be explained in the introduction to the laboratory exercise.

4. **This course is not self-paced.** It is your responsibility to read and analyze the information in each module, carry out the laboratory exercise, and complete any pertinent assignments by the due date(s). This course demands a high degree of student involvement. You must discipline yourself to devote the time you normally would spend in the classroom to being logged in to this online class, carrying out the laboratory exercises, and completing the required laboratory reports. Most universities recommend that for every hour a student spends learning in the classroom, he/she spend three hours studying outside of class. Thus, as this is a 1-hour course, you should expect to spend roughly three hours a week reading, analyzing, synthesizing, studying, and completing assignments – **THIS IS IN ADDITION TO THE TWO HOURS PER WEEK YOU WOULD SPEND IN LAB IF THIS WERE A FACE TO FACE CLASS.** Online learning requires a significant amount of self-discipline.

5. **You should be logging onto D2L on a regular basis.** In addition to the detailed course calendar, all assignments are entered into the D2L calendar.

6. **Due dates are firm.** Late assignments are not accepted. Once an assignment’s dropbox is closed, it will not be re-opened. No assignments will be accepted through email. They must be uploaded to the D2L dropbox.

**Academic Integrity (A-9.1):**
Academic integrity is the 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.

**Education**
Faculty members are responsible for providing information about academic integrity and education for maintaining academic honesty during their regular coursework. Course syllabi provide information about penalties and the appeal process.
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/student-academic-dishonesty-4.1.pdf.

Withheld Grades Semester Grades Policy (5.5)
Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.
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 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior:
Behavior should not interfere with the instructor’s ability to conduct the class (online or face-to-face) or the ability of other students to learn from the instructional program (see the Student Conduct Code). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may have their access restricted or suspended 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 an instructional program. Students who do not log on to D2L regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides recommendations for resources or other assistance that is available to help SFA students succeed.
**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](http://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](http://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
- Updated: February 2023
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

[www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)

936.468.4008

[thehub@sfasu.edu](mailto: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

**Expectations for Students in BIO 1109 online:**

**Technical Preparation:** The technical nature of the course demands preparation on your part. Students should submit all assignments early enough to account for technical difficulties. In the event of a technical catastrophe (e.g. the university’s main fiber optic line gets severed, a hurricane floods telecommunications hubs in Houston, the D2L server goes down, Snowmageddon occurs, etc.), please do not inundate the Biology Department with phone calls. I will communicate with the class as soon as is technically possible.

**Technology Requirement:** As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Semester Calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technical issues on your part. Just as it is your responsibility to acquire and maintain adequate transportation to attend a face-to-face course, it is your responsibility to secure the technological means to participate in and complete this course. If you are having technical issues with D2L, please call the student helpline at 936-468-1919 or e-mail at d2l@sfasu.edu. Live support is available from 8 am CST to 5 pm CST, Monday through Friday. Additional information can be found on the SFA online website. For many labs, a device (smartphone, digital camera, etc.) will be required to photograph results and progress for submission.

**You should be logging onto D2L on a regular basis.** In addition to the detailed course calendar, all assignments are entered into the D2L calendar. This is NOT a self-paced course.
**Due dates are firm.** Late assignments are not accepted. Once a quiz or an assignment’s dropbox is closed, it will not be re-opened. **No assignments will be accepted through email.** They must be uploaded to the D2L dropbox. Special arrangements for submitting work early or late due to University sponsored trips/events need to be made in advance.

**Course Calendar:**
* Lab exercises may need to be re-arranged. However, I will strive to keep the lab timeline on a similar schedule to the lecture. All modules will open on **Monday at 12:01 am** and close **Friday at 11:00 pm** on their respective due dates. Once the Dropbox or quiz closes, it will not be reopened. **No work will be accepted through email.**

<table>
<thead>
<tr>
<th>Week</th>
<th>LAB</th>
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<tbody>
<tr>
<td>Week 1 (Aug 28)</td>
<td>NO Lab Due: Obtain Lab Kit</td>
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<tr>
<td>Week 2 (Sep 4)</td>
<td>NO Lab Due: Obtain Lab Kit</td>
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<tr>
<td>Week 3 (Sep 11)</td>
<td>Lab 1: The Scientific Method</td>
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<tr>
<td>Week 4 (Sep 18)</td>
<td>Lab 2: Graphing</td>
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<tr>
<td>Week 5 (Sep 25)</td>
<td>Lab 3: pH and Homeostasis</td>
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<tr>
<td>Week 6 (Oct 2)</td>
<td>Lab 4: Cell Structure and Function</td>
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<td>Week 7 (Oct 9)</td>
<td>Lab 5: Organ System and Terminology</td>
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<td>Week 8 (Oct 16)</td>
<td>Lab 6: The Musculoskeletal System</td>
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<td>Week 9 (Oct 23)</td>
<td>Lab 7: Cardiovascular Physiology</td>
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<td>Week 10 (Oct 30)</td>
<td>Lab 8: The Respiratory System</td>
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<td>Week 11 (Nov 6)</td>
<td>Lab 9: Human Evolution</td>
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<tr>
<td>Week 12 (Nov 13)</td>
<td>NO LAB</td>
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<tr>
<td>Week 13 (Nov 20)</td>
<td>THANKSGIVING BREAK</td>
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<td>Week 14 (Nov 27)</td>
<td>NO LAB</td>
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<tr>
<td>Week 15 (Dec 4)</td>
<td>NO LAB</td>
</tr>
<tr>
<td>Week 16 (Dec 11)</td>
<td>FINAL EXAM WEEK</td>
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**D2L and Email Policy:**
D2L will be utilized for this class. Anything posted on D2L is considered Official communication, and you are responsible for knowing it. Announcements will be posted regularly. Lab procedures and background information will be posted each week.

Anytime you send an email to an instructor, it should be written in a professional manner that includes a greeting, complete sentences, and a closing. Unprofessional emails may not be answered. **Include your class and section number in every email you send to an instructor so we can more efficiently help you.** Please allow 24 hours during the week for responses to emails, and if you send an email on the weekend, do not expect a response until Monday.