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: Monday 3:00 - 4:50 PM

Meeting Place: 103 Miller Science

TAs: Sabekun Nahar

Lab Grades:

- 10 pt Pre-lab quizzes
  - Pre-lab quizzes will open on D2L one week before the lab meets for that topic and are due ten minutes before lab begins. Pre-lab quizzes will cover concepts (boldface words) and lab procedures. You need to familiarize yourself with each of the lab topics before lab meets for the week. Missed lab quizzes CANNOT be made up!
  - Lab Assignments
    - All Lab assignments will be completed in lab and turned in before you leave.
      - Participation grades are scored out of 10 points per lab.
      - Points may be deducted for any of the following:
        - 1 point per minute tardy (up to ten) or leaving early without communicating with lab instructor
        - 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 or 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 or failing to pay attention during lab instruction
• Failure to staple assignments longer than one page
  o 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

Overall final grades for BIOL 1306/1106 are computed as follows:

75% lecture score + 25% lab score = Final Grade

You will receive the same grade in BOTH lecture and lab

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.

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 Drop Box. These activities occur only sporadically through the semester, but average out to an hour per week.

Program Learning Outcomes

Each course objective and student learning outcome listed below corresponds to the Biology Department PLO 1, to 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.
Student Learning Outcomes

Upon successful completion of this course, students will: 1. Describe the characteristics of life (CO #1). 2. Explain the methods of inquiry used by scientists (CO #1, 2). 3. Identify the basic requirements of life and the properties of the major molecules needed for life (CO #1). 4. Compare structures, reproduction, and characteristics of viruses, prokaryotic cells, & eukaryotic cells (CO #1, 2). 5. Describe the structure of cell membranes and the movement of molecules across a membrane (CO #1, 2). 6. Identify the substrates, products, and important chemical pathways in metabolism (CO #1). 7. Identify the principles of inheritance and solve classical genetic problems (CO #1). 8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins (CO #1). 9. Describe the unity and diversity of life and the evidence for evolution through natural selection (CO #1, 2)

Jacks Teach

This course meets educator preparation standards for one or more certification programs; a complete listing of all the educator preparation standards this course meets can be found at: https://sfasu.edu/docs/jacksteach/jacksteach-standards-alignment-chart.xlsx

Desire to Learn (D2L):

D2L can be accessed through 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/.

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-1306). 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 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.

**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

**Lab Topics and Dates**
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan</td>
<td>Introduction to BIO Lab</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Lab 1 - What is Science?</td>
</tr>
<tr>
<td>3</td>
<td>Feb</td>
<td>Lab 2 - Organic Molecules</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Lab 3 - The Microscope</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Lab 4 - Cells</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Lab 5 - Enzymes</td>
</tr>
<tr>
<td>7</td>
<td>Mar</td>
<td>Lab 6 - Cell Membranes</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td><strong>SPRING BREAK</strong></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Lab 7 - Cellular Respiration</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Lab 8 - Photosynthesis</td>
</tr>
<tr>
<td>11</td>
<td>Apr</td>
<td>Lab 9 - Genetics and DNA</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Lab 10 - Cell Reproduction</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Lab 11 - Gel Electrophoresis</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Lab 12 - Bacterial Transformation Part 1</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Lab 12 - Bacterial Transformation Part 2</td>
</tr>
<tr>
<td>16</td>
<td>May</td>
<td>No Lab - Finals Week</td>
</tr>
</tbody>
</table>