INSTRUCTOR: Dr. Robert C. Dowler  OFFICE: Room 020, Cavness Science Bldg.
TELEPHONE: 325/486-6639  E-MAIL: robert.dowler@angelo.edu
OFFICE HOURS: MWF 9 – 10, TTH 10 – 11; Any modifications will be posted on my office door.

**OTHER REQUIRED MATERIAL:**

We will be using Top Hat Pro ([www.tophat.com](http://www.tophat.com)) for class participation. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message. You can visit the Top Hat Overview ([https://success.tophat.com/s/article/Student-Getting-Started-with-Top-Hat](https://success.tophat.com/s/article/Student-Getting-Started-with-Top-Hat)) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system. An email invitation will be sent to you by email. Note: our Course Join Code is 595566

Top Hat Pro may require a paid subscription, and a full breakdown of all subscription options available can be found here: [www.tophat.com/pricing](http://www.tophat.com/pricing).

Should you require assistance with Top Hat Pro at any time please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling 1-888-663-5491. **Top Hat will be used to take attendance, present class material, and administer quizzes.**

Students will also need a dissecting kit for the laboratory portion of the course.

**STUDENT LEARNING OUTCOMES:** Two of the many objectives for students completing Bio 1413 are:

1. Students will be able to recall the phylum level diversity of the Kingdom Animalia and recognize typical members of the major phyla.
2. Students will be able to correctly determine evolutionary relationships among groups based on interpretation of a phylogenetic tree.

**METHODS OF ASSESSING STUDENT LEARNING OUTCOMES:** Knowledge of student learning outcomes will be assessed as multiple choice, fill-in, or discussion questions on examinations.

**TENTATIVE COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topics</th>
<th>Text Chapter</th>
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<tr>
<td>17 AUG</td>
<td>Introduction; characteristics of animals</td>
<td>1, 9</td>
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<tr>
<td>24 AUG</td>
<td>Reproduction and development</td>
<td>7, 8</td>
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<tr>
<td>31 AUG</td>
<td>Basic evolutionary principles; Classification;</td>
<td>6, 10</td>
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<tr>
<td>7 SEP</td>
<td>NO CLASS MONDAY - LABOR DAY  Protozoans;</td>
<td>11, 12</td>
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<tr>
<td>14 SEP</td>
<td>Porifera; Cnidaria</td>
<td>12, 13</td>
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<tr>
<td>21 SEP</td>
<td>Platyhelminthes; Acoelomorpha, Mesoza, Polyzoa, Kryptochozoa</td>
<td>14, 15</td>
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<td></td>
<td>*****23 SEP Exam 1 *****</td>
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<tr>
<td>28 SEP</td>
<td>Mollusca; Annelida</td>
<td>16, 17</td>
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<td>5 OCT</td>
<td>Annelida (cont.); smaller ecdyzoans</td>
<td>17, 18</td>
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<td>12 OCT</td>
<td>Trilobita; Chelicerata; Myriapoda</td>
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<td>19 OCT</td>
<td>Crustacea; Hexapoda</td>
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<td>26 OCT</td>
<td>Echinodermata; Hemichordata</td>
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<td>***** 28 OCT Exam 2 ****</td>
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<td>2 NOV</td>
<td>Chordata; Fishes</td>
<td>23, 24</td>
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</tbody>
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**9 NOV**  Amphibia; Reptilia  
**16 NOV**  Aves; Mammalia  

21 NOV - Saturday – 10:30-12:30 LECTURE EXAM III AND COMPREHENSIVE FINAL EXAM

**ATTENDANCE:** Attendance in class is expected and daily attendance records will be kept for administrative purposes. Because lectures emphasize the material covered on exams, those students that miss classes usually do worse on exams and in the course than those students who attend all classes. I consider absences in excess of 3 classes to be excessive. Attendance will be taken using Top Hat. **NOTE: You are NOT automatically dropped if you stop attending class.**

**DAILY QUIZZES:** On most days, a quiz will be given using Top Hat at the beginning of class over the previous lecture’s material. There will be no makeup quizzes if you are absent or late. The lowest 3 quiz grades will be dropped.

**EXAMS AND GRADING:** The course grade will be based on a combined total of 1000 possible points from the lab and lecture as follows:  
- Lecture Exams I and II @ 125 pts. each  
- Lab practical exams (three total) @ 150 pts each  
- Daily quizzes  
- Lecture Exam III (75 pts) and Comprehensive Final (125 pts)  

**TOTAL POINTS**

The Comprehensive Final can also replace a lower grade on one of the first two semester lecture exams.

scale:  
- A = 900+ points  
- B = 800–899 points  
- C = 700–799 points  
- D = 600–699 points  
- F = <600 points

**STATEMENT FOR SYNCHRONOUS REMOTE SESSIONS**
To maintain academic quality while accommodating social distancing needs this semester, this course will use a split delivery model that combines face-to-face teaching with remote instruction.

The goal is to provide face-to-face instruction to students who want to return to campus, while also allowing students who may need to learn remotely to participate via virtual class sessions.

**How Does It Work?**
This course is in a classroom (CARR 101) large enough to maintain social distancing during lectures. For those attending remotely, the lecture will be live on Collaborate in Blackboard, and will also be recorded for any student to review at a later time.

Please refer to this [Health and Safety web page](#) for updated information about campus guidelines as they relate to the COVID-19 pandemic.

**MAKE-UP EXAMS:** Make-up exams will be given only in emergency situations which preclude class attendance. Arrangements for excused make-up exams should be made prior to the scheduled date of the exam, unless it is a health emergency, in which case you should contact me by the first class following the absence. Absences from lab practicals for university-sponsored events must be made up during the same week of the exam, if possible.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student](#)
Disability Services website iii The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

INCOMPLETE GRADE POLICY
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures iv for more information.

STUDENT ABSENCE FOR OBSERVATION OF RELIGIOUS HOLY DAYS
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Days v for more information.

TITLE IX AT ANGELO STATE UNIVERSITY
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

STUDY TIPS AND COURSE RESOURCES: Some materials for this course will be posted on the course Blackboard site. Visit this site periodically to look for announcements, handouts, and grades. You are expected to read the textbook and use it to supplement your lecture notes. I encourage you to talk with other students about the material in study groups. The best way to learn the material is to effectively explain it to someone else. Please talk with me if you have any questions.

CELL PHONE USE IN CLASS: Cell phones can be used for taking quizzes in Top Hat. Other cell phone use, including texting, are not permitted during class periods. If you text in class, you will be asked to leave.

REQUIRED USE OF MASKS/FACIAL COVERING BY STUDENTS
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy vi to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus
suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

**ACADEMIC INTEGRITY**: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in web versions of the Student Handbook. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is submitted, plagiarism, and collusion. University policy on this issue is discussed in section B-1 of the Student Handbook. My policy for cheating on an exam is to give a grade of zero on the exam and to provide your name and details of the incident to the department head. You should understand that your loss of credibility on any future (or past) work is the worst penalty for cheating. The College of Science and Engineering adheres to the university’s **Statement of Academic Integrity**. vii

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php)
- [Angelo State University Catalog](https://www.angelo.edu/catalogs/)

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i [https://blackboard.angelo.edu/](https://blackboard.angelo.edu/)
iii [https://www.angelo.edu/services/disability-services/](https://www.angelo.edu/services/disability-services/)
iv [https://www.angelo.edu/content/files/14197-op-1011-grading-procedures](https://www.angelo.edu/content/files/14197-op-1011-grading-procedures)
v [https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of](https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of)
ix [https://www.angelo.edu/catalogs/](https://www.angelo.edu/catalogs/)