INSTRUCTOR CONTACT INFORMATION:
Dr. Connie Heimann            Office: CAV 017
Email: cheimann@angelo.edu (preferred contact)
Phone: 325-486-6651
Office hours: See schedule posted on BlackBoard

LEARNING OBJECTIVES AND NATURE OF THE COURSE:
A consideration of the structural adaptations of animals. Laboratory will emphasize classification and comparative anatomy within the Kingdom Animalia.

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.

Required Texts and Materials
Lecture Course Materials (required):

NOTE: with Option 2, if you choose to set up your Connect Access through BlackBoard you will be given the option of purchasing a loose leaf copy of the text book for an additional fee.

2. A Digital device with wireless capability (cell phone, tablet, laptop). For taking exams, you will need access to a device that allows you to take the exam through the Respondus Lockdown Browser. This course has significant online components. You must be able to access course materials on a daily basis. A laptop is preferred – it will be very difficult to complete most online assignments without a laptop/computer and a reliable wireless source.

Lab Course Materials (required):
2. Lab Terminology and Accessory Material. To be printed from a link in the Syllabus and Course Info folder on the course Blackboard site.
3. Students will also need a dissecting kit for the laboratory portion of the course.
Technology Requirements and Class Preparation

To successfully complete this course, students need to be able to successfully use Blackboard (Bb) and Connect Plus: This course will only be available in an asynchronous online format. This means there will be no formal class meetings. Lectures will be made available on Tuesdays and Thursdays by 8 am each week (excluding exam dates). You will be required to mark that you reviewed the lecture. You should be a frequent visitor to the course Blackboard site (http://blackboard.angelo.edu). All of the material you need to prepare for class is available from the Bb site: reading assignments for each unit, lecture presentations, homework assignments, helpful handouts (for some concepts), and links to outside review materials (for some concepts). If you are a first time Bb user, your password is your ASU PIN (usually your 6-digit birth date unless you have changed it). You can change your password and update your personal information by adding your email address and a telephone number where you can be reached this semester. Many of the homework assignments are available through Bb and link directly to the online homework system Connect Plus.

Communication

Class Preparation ASU email: Since class announcements will be routinely distributed via email, you will need to regularly check your ASU email account. Please check you ASU email daily. All course correspondence will be through your ASU email only (I will not respond to email from other accounts). Please see the email policy in Bb for more details. ASU provides Internet and email services to you at any of the computer labs on campus. Call 942-2911 to set this up if necessary. I will do my best to respond to emails within 24 hours during working hours Monday-Friday. Weekend messages may not be returned until Monday.

Office Hours: Due to the current Covid19 pandemic, I will not be holding face-to-face office hours. If you need to visit with me, you may email me for an appointment Tuesdays and Thursdays from 9-Noon and Friday afternoons from 1-3 pm. These meetings will be held via telephone or Collaborate at your preference. If you cannot meet with me during those hours, please suggest an alternative time Monday-Friday 9-5 when I am not in class. My schedule is posted on BlackBoard in the Instructor Information page.

As a member of the class you are also invited to:

• Ask questions, no matter how naive they seem to you. I will do my best to offer you a satisfactory answer. The only stupid question is one that isn’t asked.
• Ask for help and/or clarification. Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if my instructions are unclear.
• Use your class mates as study partners! Review exam review questions (on Bb) or notes together. Group learning can be powerful and is often beneficial in a course like biology.

COURSE IDEA OBJECTIVES:

• Gain factual knowledge (terminology, classifications, methods, trends)
• Learn fundamental principles and theories
• Learn to apply course material (to improve thinking, problem solving, and decisions)
• Acquire skills in working with others as a member of a team

To achieve course objectives (see additional objectives on the last page of the syllabus) and help maximize your learning, it is vital that you attend class, come prepared, and study the material every day (more about this under student responsibilities).

Methods of Assessing Objectives

We use a “total points” format for determining course grades. The entire course, both lecture and lab components are worth 1000 points. Student Learning Outcomes will be assessed by exams, reading assignments/homework, and laboratory activities. The table below outlines the source of points for each of these components.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Maximum Point Contribution to total Grade Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignments and homework</td>
<td>100 points</td>
</tr>
<tr>
<td>Exam 1</td>
<td>125 points</td>
</tr>
<tr>
<td>Exam 2</td>
<td>125 points</td>
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</tr>
<tr>
<td>Exam 3</td>
<td>75 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>125 points</td>
</tr>
<tr>
<td>Laboratory Practical Exams</td>
<td>450 points</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>1000 points</td>
</tr>
</tbody>
</table>

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:
- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up)

Reading Assignments and Homework: A maximum of 100 points is allowed from lecture activities and homework; however, there will be opportunities to earn 125-130 of these points.

Exams. The three exams for this course are noted on the attached schedule. You will have one 24 hour period (one entire day) to complete exams one and two and two days to complete exam three and the final. Exams are made up of several sections that you will have to complete in multiple periods for the day indicated. Multiple sessions will allow you to review material you miss in an earlier session and rest between sections to avoid fatigue. All parts of the exams will be timed and are expected to be the student’s own individual work. Thus, once a section is initiated it must be completed in one sitting within the given time period for that section. All the parts of an exam are part of your final grade. (All the exams together are worth 450 points or 45% of your overall grade for this course.) Completion of the entire exam must be by 11:59 pm on the evening in which the exam is due. After 11:59, the test session will close. If you are working on the exam, and computer/power issues occur, still submit the test as soon as you are able, and contact me via email on the problem you encountered for submittal. I will look at each case here individually. The testing software allows me to generate a different test for each student. The chance of two students in the same room taking the same test at the same time getting exactly the same questions in the same order is infinitesimally small. We will be using the Respondus LockDown Browser for taking exams.

This format is intended to give you some flexibility in scheduling the exam. Plan your time wisely. All exams, will be a mix of question types including multiple choice, fill in the blank, matching, and short answer. Short answer questions typically require interpretation or application of concepts rather than rote memory. While emphasis will be placed on material specifically discussed in lectures, exams also include questions covered in other assigned materials, readings and lab.

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.

No last-minute offers of extra-credit are made in this course, so please don’t ask. It wouldn’t be fair to your classmates that have done all the work to earn their grade.

All grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis for grade assignments. The reading assignment and exam bonus points serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of them when they become available because once assigned they cannot be made up. Therefore you should always review lecture materials,
Put time into open lab study opportunities and strive to do your best, so that you may earn the grade you want. It is your responsibility to keep up with your point total. **Don’t worry I will help you, if you just ask!**

**Laboratory:** Laboratory exercises will consist of an overview of animal characteristics, surveys of diversity within animal groups, dissections of representatives of the major animal groups, and occasionally observations of living protozoans and animals. Exams are practical format. See the lab syllabus for details.

**Student Responsibilities**

**Attendance:** Since this is an online only course and you are not in a physical classroom, you are expected to confirm that you have reviewed the class recording asynchronously. You will also be expected to complete online reading assignments or other coursework via Blackboard. **NOTE:** You are NOT automatically dropped if you stop completing course assignments. **November 10** is the last day to drop a course.

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

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2. Students will be able to correctly determine evolutionary relationships among groups based on interpretation of a phylogenetic tree.

**TENTATIVE COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topics</th>
<th>Text Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 AUG</td>
<td>Introduction; characteristics of animals</td>
<td>1, 9</td>
</tr>
<tr>
<td>24 AUG</td>
<td>Reproduction and development</td>
<td>7, 8</td>
</tr>
<tr>
<td>31 AUG</td>
<td>Basic evolutionary principles; Classification;</td>
<td>6, 10</td>
</tr>
<tr>
<td>7 SEP</td>
<td>Protozoans;</td>
<td>11, 12</td>
</tr>
<tr>
<td>14 SEP</td>
<td>Porifera; Cnidaria</td>
<td>12, 13</td>
</tr>
<tr>
<td>21 SEP</td>
<td>Platyhelminthes; Acoelomorpha, Mesozoa, Polyzoa, Kryptochozoa</td>
<td>14, 15</td>
</tr>
<tr>
<td></td>
<td>*****23 SEP Exam 1 *****</td>
<td></td>
</tr>
<tr>
<td>28 SEP</td>
<td>Mollusca; Annelida</td>
<td>16, 17</td>
</tr>
<tr>
<td>5 OCT</td>
<td>Annelida (cont.); smaller ecdyzoans</td>
<td>17, 18</td>
</tr>
<tr>
<td>12 OCT</td>
<td>Trilobita; Chelicerata; Myriapoda</td>
<td>19</td>
</tr>
<tr>
<td>19 OCT</td>
<td>Crustacea; Hexapoda</td>
<td>20, 21</td>
</tr>
<tr>
<td>26 OCT</td>
<td>Echinodermata; Hemichordata</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>***** 28 OCT Exam 2 *****</td>
<td></td>
</tr>
<tr>
<td>2 NOV</td>
<td>Chordata; Fishes</td>
<td>23, 24</td>
</tr>
<tr>
<td>9 NOV</td>
<td>Amphibia; Reptilia</td>
<td>25, 26</td>
</tr>
<tr>
<td>16 NOV</td>
<td>Aves; Mammalia</td>
<td>27, 28</td>
</tr>
</tbody>
</table>

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

**NOTE:** Due to the nature of the course, parts of other chapters will be including in reading assignments as needed. Your book includes chapters on various animal systems, behavior, and ecology. Relevant portions of those chapter reading assignments will be included with the taxonomic group chapters.

**General Policies Related to This Course**

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

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)
**Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university’s [Statement of Academic Integrity](#).

**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. For more information about the application process and requirements, visit the Student Disability Services website. 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](#) for more information.

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

**Student Absence for Observance 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 Day](#) 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.

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1 https://blackboard.angelo.edu/
2 https://www.angelo.edu/covid-19/returning-to-campus/health-and-safety.php
3 https://www.angelo.edu/student-handbook/
4 https://www.angelo.edu/catalogs/
5 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
6 https://www.angelo.edu/services/disability-services/
7 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
8 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
9 https://www.angelo.edu/dept/writing_center/academic_honesty.php
10 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of