

# BIOL 1413

## General Zoology - Lab

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Instructors: Jones, Skipper

### Course Information

#### Required Texts and Other Materials

Smith, D. G. and M. P. Schenk. 2015. *Exploring Zoology: A Laboratory Guide*. 2<sup>nd</sup> edition. Morton Publishing, Englewood, CO. Only available at ASU Bookstore.

*Lab terminology and Accessory Material* – available on course Blackboard page.

Examples of previous practical exams and images will be available on Blackboard.

**Always bring the lab manual and the Lab Terminology (or the specific pages for the exercises to be covered) each week in lab!**

You will need a **dissection kit** (available in bookstore). You may wish to share a kit with your lab partner to reduce expenses. You may also want to purchase (from pharmacies) rubber gloves to wear for dissections.

#### Description of Lab and Laboratory Exams:

General Zoology lab meets three (3) hours each week. There are two or more sections and each student is expected to regularly attend the section for which she/he is registered. As a rule, students will not be allowed to switch sections.

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.

There will be three laboratory practical exams, each worth 150 points (75 2-point questions). Material covered on the lab practicals will include dissected specimens, histological preparations, and material from the lab manual and handouts. Practical exams will examine concepts discussed in the laboratory as well as classification and details of

animal structure and function. Points earned on lab practicals will be added to points earned in lecture for determining final course grade. Practical exams are not cumulative—i.e. each practical will cover material only from the previous few weeks (with the possible exception of bonus questions). A digital example of a lab practical will be available on Blackboard to help prepare for the practical exams.

Laboratory exams may not be made up except under special circumstances, and only with the permission of the instructor. When permission is granted, then make-up practicals should be taken the week the scheduled practical is missed, if possible. After the lab practical has been taken down for the week, special arrangements will have to be made for a make-up exam.

## **Academic Honesty**

Academic dishonesty will not be tolerated in this lab. During practicals there will be no talking, use of cell phones, looking at other peoples' papers, or use of study material of any kind. If you violate these rules, you will be asked to leave the laboratory and you will automatically receive a ZERO. Any additional punishment allowed per University rules and regulations will be pursued to the fullest.

Please see lecture syllabus for a complete listing of all course policies.

**During practicals, cell phones and smart watches must remain in backpacks or other carrying containers that are not on your person.**

## Lab Schedule

Week of	Laboratory Exercise	Chapters
23 August	Microscope, Embryological Development, Tissues	1, 2, 3, 4
30 August	Important concepts in zoology	Handout, 5
6 September	Animal-like protists (protozoans)	6
13 September	Porifera, Cnidaria	7, 8
20 September	*****Practical 1*****	
27 September	Platyhelminthes, Nematoda, and others	9, 10
4 October	Mollusca	11
11 October	Annelida, Chelicerate Arthropoda	12, 13
18 October	*****Practical 2*****	
25 October	Arthropoda (remainder)	13
1 November	Echinodermata	14
8 November	Lower Chordates, Vertebrata	15, 16, 17
15 November	Vertebrate Diversity	Handout
22 November	Thanksgiving Holiday	No Lab
29 November	*****Practical 3*****	

## 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<sup>1</sup>](#)
- [Angelo State University Catalog<sup>2</sup>](#)

## **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 of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university's [Statement of Academic Integrity](#).<sup>3</sup>

## **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](#).<sup>4</sup> 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](mailto: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](#)<sup>5</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>6</sup> 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](#).<sup>7</sup>

## **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](#)<sup>8</sup> 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 Miller, J.D.

Special Assistant to the President and Title IX Coordinator

Mayer Administration Building, Room 210

325-486-6357

[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

**You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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](http://www.angelo.edu/title-ix).

## **Required Use of Masks/Facial Coverings by Students**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#)<sup>9</sup> 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.

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<sup>1</sup> <https://www.angelo.edu/current-students/student-handbook/>

<sup>2</sup> <https://www.angelo.edu/academics/catalog/>

<sup>3</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>4</sup> <https://www.angelo.edu/current-students/disability-services/>

<sup>5</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>6</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>7</sup> [https://www.angelo.edu/current-students/writing-center/academic\\_honesty.php](https://www.angelo.edu/current-students/writing-center/academic_honesty.php)

<sup>8</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

<sup>9</sup> <http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf>