

# Biology 1107- Principles of Biology II

## Lab Syllabus – Fall 2021

### Introduction & Student Learning Outcomes:

Welcome to Principles of Biology Lab! This lab is designed to develop and enhance your independent, investigative skills as a biologist by giving you hands-on (as much as possible in an online lab), practical experience in expanding your science process skills. These are skills that will be necessary for biologists and health-care professionals alike. This semester you engage in scientific investigations in major conceptual areas in biology. You will also develop written communication skills critical to effective transfer of information in biology. As a successful student, by the end of the semester, you should be able to:

- Develop science process skills
- Test hypotheses and make predictions
- Design experiments
- Collect and organize data
- Critically analyze information
- Draw conclusions
- Effectively communicate ideas and information
- Use the library and internet as a resource
- Critically evaluate sources of information for reliability and credibility

This course is taught as both a face to face and as an online lab course. It is possible that at some point during the semester we will be moving entirely online. In addition to hands on activities, we will be using virtual labs or simulations and online tutorials/activities to help you with learning concepts. This portion of the course offers you the opportunity to explore and apply concepts to answer research questions. Success in the laboratory involves designing and conducting experiments, performing pre-lab and lab activities and report writing. In addition, you will conduct activities designed to develop and improve critical thinking and problem-solving skills related to the topics discussed in lectures.

Even though BIOL 1307 and 1107 are different courses, you only get one grade for the combined points for each course (see lecture syllabus). Your course grade in 1307 will be the letter grade reported for both courses on your transcript.

### Lab Course Materials (required):

- Heimann, CP and D.P. French. *Investigating Biology: Laboratory Manual to accompany Principles of Biology II*. ISBN 9781644852835 All materials will be provided to you via TopHat. Information regarding purchase of lab manual will be provided during the first week of classes.
- Access to Connect. Your lecture textbook provides you with this access.
- Microsoft Office 365. You have access to this software as an ASU student. You are expected to complete assignments in both Word and Excel. Use of Word and Excel is not optional. This is the software supported by the university and familiarity with it will serve you well in subsequent courses.
- Access to your ASU P: drive **OR** Flash (USB) drive

**Grading:** Lab constitutes 30% of your overall grade which come from activities, planning forms, and written reports. **You will not pass the course if you fail the lab. You *MUST* earn 180 of the 300 points to pass the lab and thus the course.**

Points for the lab are earned as follows:

Component	Points Each	Total Points
8 Lab Reports/Activities	15	120

Pre-lab Activities, Quizzes and Homework	Varies	180*
Total Points		300

**NOTE: It is the course policy that NO late work will be accepted.**

\*These points are capped at 180; however, there will most likely be 210-220 points available—the “extra” points (~30) can be “banked” and used as insurance (see below) to make up lab report points missed if you fail to complete an assignment.

**Lab Report Re-grading Procedure:** After each Graded Lab Report is returned to you, you should look over the document and determine why you lost points. If you find an error or disagree with the deduction, you may request a re-grade using the procedure outlined on BlackBoard.

**Face to Face Lab Attendance:** Due to the collaborative nature of this lab, it is CRITICAL that you attend lab every week. Why?

- Many of the investigations are designed to take two weeks to complete. If you miss one week of the investigation, your partners have to take up the slack for you AND you miss information critical to successfully completing the lab.
- You **MUST** attend the lab section for which you are registered. You WILL NOT be allowed to attend any other lab section during the same week. Again, this is because you complete the work as a group. You will not be allowed to disrupt another group’s work in another lab AND you don’t want to leave your own group short-handed. There are NO EXCEPTIONS so don’t even ask.
- Your lab will meet on the same day at the same time every week. So don’t schedule doctor or dentist appointments, vacations, or work at that time. We understand that emergencies or other circumstances beyond your control can happen and that you might have to miss lab. If so, it is your responsibility to contact your instructor and your partners AS SOON AS possible.
- There are NO MAKE-UPS. If you miss an opportunity to earn points due to an absence you can’t make up the assignment. We have structured the grading system (see above) so that you can earn points that can be “banked” and used to make up the POINTS that you missed. So while you can’t make up the assignment, you will have opportunities to make up the points if you just take advantage of them.

**Use of electronics for non-class related activities:** More and more students are bringing their laptops/tablets, etc. to class to take notes. In lab, having your laptop with you so that you can work together to complete the assignment is welcomed and encouraged. Sadly, some students use these devices for non-class related activities. Viewing movies, videos, checking social media, etc. can be distracting to other students. This will not be tolerated. You will be given one warning and then asked to leave. You will have to make an appointment with your instructor to be allowed re-entry to class.

**Lab Safety:** Lab is conducted in a manner to ensure that everyone is able to learn in a safe environment. Students are required to take the “BioSafety Training” BlackBoard Course before you can attend lab following the first week of classes. The course should be part of your course feed in BlackBoard. If you have already taken the course for another class, you do not have to take it again. You must pass the class with a grade of 90 or better on the quiz. You may take the quiz as many times as necessary. Please contact your lab instructor if you have any problems accessing the quiz.

## What do you do if you miss turning in a lab assignment?

There are opportunities to earn points every lab day. There are an additional 30 points over the 180 point cap for Pre-labs, quizzes, and homework. If you have to miss lab or fail to make the deadline for an assignment, you may make up the points missed by taking advantage of the few extra-credit opportunities and by completing all of the remaining pre-lab and homework activities. If you complete these throughout the semester, you will have earned the “extra” points you might need if disaster strikes and you miss turning in an assignment. Remember – unless you have a technical problem that you contact me about prior to the deadline - the ONLY way to earn points for labs you miss turning in by the deadline is by using any additional points earned over the cap.

There are NO MAKE-UPS. If you miss an opportunity to earn points due to an absence you can't make up the assignment. We have structured the grading system (see above) so that you can earn points that can be “banked” and used to make up the POINTS that you missed. So while you can't make up the assignment, you will have opportunities to make up the points if you just take advantage of them.

## General Lab Rules & Information

All students are required to adhere to the following lab rules.

1. Class will begin promptly on the hour. BE ON TIME!!
2. Various assignments for this course are turned in at different times and locations depending on what the assignment is. It is YOUR responsibility to know when assignments are due and to make sure that you complete assignments on time and turn them in to the correct location.
3. Student behavior in the lab is to be maintained in a manner conducive to learning and study. No horseplay, rough housing or any type of disruptive behavior is allowed in the lab at any time. Likewise, no degrading or offensive language will be tolerated. You will be asked to leave and subject to further disciplinary action from the biology department and/or the university if you are disruptive in any way in the laboratory.
4. Turn off cell phones and pagers during lab. No texting, no talking, NO EXCEPTIONS! Points may be deducted at the discretion of your instructor.
5. You are required to work in groups in a manner conducive to learning. No disruptive behavior, laziness, or poor attitude will be tolerated.
6. No children are allowed in the lab at any time.
7. You are not allowed to remove any materials from the laboratory, except by special permission from the instructor. You must always return materials to their proper place.
8. Food, drinks, and all tobacco products are not allowed in the laboratory. You may take breaks at your discretion outside the lab.
9. You are expected to treat all lab materials with the utmost respect. Any person caught defacing, throwing, carelessly handling, etc., lab materials will be asked to leave the lab immediately and subject to further disciplinary action from the biology department and university.
10. Wastes and other scraps should be discarded in designated containers only. Please do not put them in the sinks, drawers, etc.
11. At the end of each lab session, each lab group is responsible for cleaning their work area. You must clean the table with provided cleaners. You will not be allowed to leave lab unless your table is cleaned and your stools pushed under the table. Points may be deducted at the discretion of your instructor if your area is not cleaned properly.

# 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>a</sup>](#)
- [Angelo State University Catalog<sup>b</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>c</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>d</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>e</sup>](#) for more information.

## Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy<sup>f</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>g</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>h</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 Boone, J.D.  
Director of Title IX Compliance/Title IX Coordinator  
Mayer Administration Building, Room 210  
325-942-2022  
[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).<sup>i</sup>

### *Information About COVID-19*

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)<sup>j</sup> web page for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic.

### **Modifications to the Syllabus**

This syllabus, including grade evaluation and course schedule, is subject to modification on potentially short notice based on developing circumstances.

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<sup>a</sup> <https://www.angelo.edu/student-handbook/>

<sup>b</sup> <https://www.angelo.edu/catalogs/>

<sup>c</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>d</sup> <https://www.angelo.edu/services/disability-services/>

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

<sup>f</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>g</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)

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

<sup>i</sup> <https://www.angelo.edu/services/title-ix/>

<sup>j</sup> <https://www.angelo.edu/covid-19/>