

Biology 1106

Principles of Biology I LAB



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Office Hours: My office hours are virtual this semester, using the collaborate link posted on Blackboard. No matter what your schedule is we will find a time to meet. Days/nights/weekends – all good. These are challenging times and I understand that my students are juggling many responsibilities. I am committed to supporting you!

As a starting point I will try to always be available for appointments Tuesday, Wednesday, Thursday, Friday 10:00-11:59am and, for those of you who are night owls, Monday 9-10PM. But that is just a start. No matter what times I pick I KNOW that not all my students are free during those times so I expect, and welcome, meetings at other times. Not sure it's really Ok to ask for a meeting on a Sunday? Find one of my old students and ask them – I meet with students on weekends all the time. Never hesitate to reach out.

Course Information

Course Description

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, 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 will collaborate with others in your lab and engage in scientific investigations in major conceptual areas in biology. By working in groups, you will also develop both verbal and written communication skills critical to effective transfer of information in biology.

Prerequisite and Co-requisite Courses

Students must take 1306 concurrently

Student Learning Outcomes

Upon completion of this course, students will be able to:

Develop science process skills

Test hypotheses and make predictions

Design experiments

Collect and organize data

Draw conclusions

Effectively communicate ideas and information

Use the library and internet as a resource critically evaluate sources of information for reliability and credibility

Course Delivery

This is a face-to-face course with online components that students are expected to access in [Blackboard](#) and via a Tophat lab manual¹

Required Texts and Materials

Heimann C.P. and D.P. French. 2021. Principles of Biology I – Biological Investigations.

FountainHead Press: Southlake TX. ISBN: 978-1-64485-275-0. This lab manual is ONLY available via TopHat. It is essentially an online book that allows you to submit assignments and answer questions online.

Information regarding purchase of lab manual will be provided during the 1st week of classes.

Technology Requirements

To successfully complete this course, students need:

Microsoft Office 365. You have access to this software as an ASU student. You must use the downloaded, not the web, version of this software. You are expected to complete assignments in both Word and Excel. Instructions for how to find and install this software will be provided in TopHat and on Blackboard

Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, etc.

Grading

Lab constitutes 30% of your overall grade in 1306/1106. In addition, you will not pass the course if you fail the lab.

Points for the lab are earned as follows:

Component	Total Points
7 Lab Reports	105
Pre-lab Activities, Quizzes and Homework	195
Total Points	300**

NOTE: It is the policy of ALL the lab instructors that NO late work will be accepted.

**These points are capped at 300; however, there will be 330 points available—the “extra” points (30) can be “banked” and used as insurance (see below) to make up lab report points missed if you are absent.

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 in TopHat.

What do you do if you miss a lab?

There are opportunities to earn points every week. There are an additional 30 points over the 300 point cap. If you have to miss lab, you may make up the points missed for that week by taking advantage of the few extra-credit opportunities and by completing all of the 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 are forced to miss. Remember - you CANNOT attend other lab sections - the ONLY way to earn points for labs you miss for ANY reason is by using any additional points earned over the cap.

***You MUST earn 180 points (60%) to pass the lab and thus the course.

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 reentry 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 a Chemical Safety Training BlackBoard Course before you can attend lab following the first week of lab. The course will eventually 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 Chemical Safety Training 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.

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 and what day your lab meets. It is YOUR responsibility to know when assignments are due for your lab section 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.

12. No form of academic dishonesty will be tolerated. Please refer to your student handbook for the University's policies regarding the penalties and procedures involved.

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](#)²
- [Angelo State University Catalog](#)³

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](#)⁴ (Page 97).

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](#).⁵ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. 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](#)⁶ for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity Statement](#)⁷ 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](#).⁸

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](#)⁹ for more information.

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: [Incident Reporting Form](#)¹⁰

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the [Title IX website](#).¹¹

Information About COVID-19

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)¹² 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.

Course Schedule

As posted on Blackboard and in the Tophat Lab manual

¹ <https://blackboard.angelo.edu/>

² <https://www.angelo.edu/current-students/student-handbook/>

³ <https://www.angelo.edu/academics/catalog/>

⁴ <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=97>

⁵ <https://www.angelo.edu/current-students/disability-services/>

⁶ <https://angelo.policystat.com/policy/10659448/latest/>

⁷ <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=97>

⁸ https://www.angelo.edu/current-students/writing-center/academic_honesty.php

⁹ <https://angelo.policystat.com/policy/10659368/latest/>

¹⁰ <https://www.angelo.edu/incident-form>

¹¹ <https://www.angelo.edu/title-ix>

¹² <https://www.angelo.edu/covid-19/>