

# Biology 1106- Principles of Biology I

## Lab Syllabus – Summer II 2022

### 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, practical experience in expanding your science process skills. These are skills that will be necessary for biologists and health-care professionals alike. 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

**Instructor Contact Information: Same as for lecture.**

### Lab Course Materials (required):

- Heimann C.P. and D.P. French. 2021. Principles of Biology I – Biological Investigations. FountainHead Press: Southlake TX. **ISBN: 9781644852750**. This lab manual is **ONLY** available via TopHat. It is essentially a subscription to an online book that allows you to submit assignments and answer questions online. Information regarding purchase of lab manual will be provided in the Welcome video and during the first class meeting.
- 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.
- **OPTIONAL:** 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.**

Points for the lab are earned as follows:

Component	Points Each	Total Points
8 Lab Reports	15	120
Pre-lab Activities, Quizzes and Homework	Varies	180*
Total Points	Varies	300**

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

\*These points are capped at 180; however, there will most likely be 230-240 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 30-40 points over the 230 point cap for Pre-labs, quizzes, and homework. If you fail to complete a lab assignment by the deadline, you may make up the points missed for that lab 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. 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 of the 300 points to pass the lab and thus the course.

**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 classes. 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 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.

### **Plagiarism**

Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy](#)<sup>a</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>b</sup>

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

### **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 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](#)<sup>i</sup> 24/7.

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, visit the [Title IX website](#).<sup>j</sup>

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

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

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- c <https://www.angelo.edu/current-students/student-handbook/>
  - d <https://www.angelo.edu/academics/catalog/>
  - e <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>
  - f <https://www.angelo.edu/current-students/disability-services/>
  - g <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>
  - h <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>
  - i <http://www.angelo.edu/incident-form>
  - j <https://www.angelo.edu/title-ix>