



BIOL 1111L - Introductory Biology Laboratory

Course Syllabus – Spring 2015

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, (678) 466-5445, disabilityservices@mail.clayton.edu.

Course Description:

Number and Title:

BIOL1111L (CRN 20477, 20478)
Introductory Biology Laboratory

Credit Hours:

1.0 semester credit hours

Catalog Description:

Laboratory accompanying BIOL 1111, Introductory Biology I

Course Co-requisites:

BIOL 1111, Introductory Biology I

Note: Due to the co-requisite nature of BIOL 1111 and BIOL 1111L, if the lecture course is dropped, the lab course must also be dropped. Any exceptions to this rule must be approved by the department chair.

Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook

Computer Policy, please go to:
<http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

Software Requirement:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format):
<http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content):
<http://get.adobe.com/flashplayer/>

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™ or Outlook Express™
- Able to attach and retrieve attached files via email
- Able to use a Web browser.
- Able to print documents either on your home computer's printer or Smart Print (networked printers on campus).

In-class Use of Student Notebook Computers:

You will be required to use your computer and internet services to access the laboratory manual, which is posted on Desire2Learn. You will need to access the manual to obtain protocols, lab report sheets, the course syllabus, and other important information.

Desire2Learn:

The laboratory materials will be posted on Desire2Learn, and you will submit two online laboratory exercises through the Dropbox feature of Desire2Learn.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Program Learning Outcomes:

General education outcomes:

The following link provides the Clayton State University Core Curriculum outcomes (see Area D):

<http://flippingbook.clayton.edu/catalog-handbook/#110>

Teacher education standards:

The content of this course syllabus correlates to education standards established by national and state education governing agencies, accrediting agencies and learned society/ professional education associations. Please refer to the course correlation matrices located at the following web site:

<http://a-s.clayton.edu/teachered/Standards%20and%20Outcomes.htm>

Course Learning Outcomes:

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

- Make observations and follow the scientific method in biology.
 - Use a microscope and other tools used in biological investigations.
 - Have a better understanding of biological principles learned in the lecture portion of the course.
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Instructor Information:

Ms. Ann Showalter (CRN 20477 & 20478)

Office: NBS 161

Phone: 678-466-4771

Email: AnnShowalter@clayton.edu

Website: <http://faculty.clayton.edu/ashowalter>

Office Hours: Mon 3:30-5pm, Tues 2:15-4:45pm,
Thurs 12-2pm

The best way to contact me is via email. If you do not get a response within one business day, assume I did not get your email. I do not always check email on weekends. Do not contact me through the message service on Desire2Learn – I do not check this regularly.

Class Meetings:

CRN	Day	Time	Building	Room	Instructor
20477	R	9:50 – 11:40am	NBS	123	Showalter
20478	R	2:10 – 4:00pm	NBS	123	Showalter

Textbook Information:

No textbooks is required for this course. You will be using an online lab manual written by CSU faculty that can be accessed on the course Desire2Learn webpage.

Recommended Supplies:

It is recommended that you bring colored pencils/markers/calculators to class because a number of laboratories require you to make a graph and calculate data.

Goggles are now required for all students taking at lab at CSU. Please purchase a pair before the first lab meeting.

Evaluation:

Lab practical examinations: 2 exams @ 50 points	100
Lab report sheets	100
Pre-lab quizzes (on Desire2Learn)	80
Participation*	20
TOTAL	300

*Participation points will be awarded based on students' engagement during lab, punctuality, and preparation before class. Preparation includes printing out and reading the lab protocol and report sheet.

Grading:

Your final grade will be determined as follows:

Grade	Point range	Percentage
A	268.5 - 300	89.5 - 100%
B	238.5 - 268.25	79.5 – 89.4%
C	208.5 - 238.25	69.5 – 79.4%
D	178.5 - 208.25	59.5 – 69.4%
F	Below 178.5	below 59.4%

Mid-term Progress Report:

Due to the relatively small number of laboratory report sheets that will have been returned by mid-term, no mid-term grades will be reported for this course. Students making unsatisfactory progress will be contacted individually by the instructor before mid-term. [Instructions for withdrawing are provided at this link.](#)

The last day to withdraw without academic accountability is Friday, March 6, 2015.

Course Schedule:

Changes or additions to this syllabus including reading, exam schedule, grading, and course policies can be made at the discretion of the instructor at any time.

Week of	Laboratory Topic	Lab #
Jan 12	Course introduction Review lab safety information	
Jan 19	MLK DAY HOLIDAY, NO LABS THIS WEEK	
Jan 26	Process of Science	Lab 1
Feb 2	Biological Chemistry	Lab 2
Feb 9	Microscopy	Lab 3
Feb 16	Diffusion and Osmosis	Lab 4
Feb 23	Factors Affecting Enzyme Activity	Lab 5
Mar 2	LAB PRACTICAL I (covers labs 1-5)	Exam I
March 6, 2015 is the last day to withdraw and receive a W grade		
Mar 9	SPRING BREAK – NO LABS THIS WEEK	
Mar 16	Alcoholic Fermentation	Lab 6
Mar 23	Photosynthesis	Lab 7
Mar 30	DNA Extraction	Lab 8
Apr 6	Mitosis Lab -- Online	Lab 9
Apr 13	Genetics Lab -- Online	Lab 10
Apr 20	LAB PRACTICAL II (covers labs 6-10)	Exam II

PLEASE NOTE: BIOL1111L Lab course ends after Lab Practical II.

Course Policies:

General Policy

Students must abide by policies in the [Undergraduate and Graduate Student Code of Conduct](#) and the [Basic Undergraduate Student Responsibilities](#).

General Laboratory Policy

No eating, drinking, smoking, or other use of tobacco is permitted at any time in the classroom.

Students will review the laboratory safety rules and procedures on the first day of lab. If the instructor discovers that a student is not handling the laboratory equipment responsibly and safely he/she has the right to ask the student to leave the lab ASAP, which means he/she will receive a grade of zero for that lab.

All examinations are closed book. NO student-produced study sheets, note cards, notes from class, electronic information, etc. may be used on exams. During exams, students may have only pencil (s) and an eraser at their desk. Students may not work with another person on exams.

Visitors, including children, are not allowed in the classroom.

Policy for Reports Sheets & Quizzes

Students must come prepared for each lab, which includes reading the material and answering any general lab questions before coming to class. An online pre-lab quiz will be given over the reading material prior to lab. Pre-lab quizzes will be completed on Desire2Learn and must be completed before coming to lab.

The lab report sheets are due at the end of each lab or at the discretion of the instructor. Students will have only 2 hours to complete the lab and answer all the questions for on the report sheet.

In most lab, students will be working as part of a lab group. Students are expected to collaborate freely and participate in the work of the group. Students may discuss any aspect of the lab with other members of their lab group or of the lab section. However, the laboratory report is INDIVIDUAL work. Students may not copy the files, diagrams or text of any other person.

Attendance Policy

Students are expected to attend and participate in every class meeting. If three or more labs are missed, then an institutional (administrative) withdrawal will be implemented and the student will be removed from the course. This is in accordance with the College of Arts and Sciences Attendance Policy. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Prompt attendance is required for all laboratory periods. A student arriving more than 5 minutes late for lab is considered late for lab. A student arriving more than 20 minutes late for lab is considered absent from lab.

Practical exams begin at the start of class, and there are no make-ups.

Students are expected to attend lab for 2 hours. Please do not schedule any appointments, events, etc. before the ending time of lab.

All students are expected to attend the lab practical exams. All lab practical exams will begin promptly at the beginning of class. If a student is more than 15 minutes late for the practical exam, they will not be allowed to start the practical exam.

For any excuse to be "acceptable", students must provide the instructor with an original document (no photocopies) from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.). For this purpose, a note from a student's parents is NOT acceptable. The excuse must specifically indicate the dates that are to be excused, must be presented upon the first class day that the student returns to school, and makeup arrangements must be made at that time.

Missed Labs and Practical Exams

Missed laboratories cannot be made up. Students with valid excuses must bring the excuse to the instructor within one week of the absence. If a valid excuse is provided, the missed laboratory will not count in calculating the course grade. This means that other laboratory reports will be responsible for a greater weight in determining the course final grade. Without a valid excuse, a grade of zero points will be assigned for the missed laboratory and quiz, if applicable.

MISSING A PRACTICAL EXAM: Students have two options if they miss a practical exam and have a valid excuse. It is ultimately up to the instructor, which option is most applicable. PLEASE discuss it with the instructor.

Option 1: The student can take the practical in another lab section if he/she has permission from the instructor and the instructor of the lab the student wishes to attend. This may not be possible if all other lab sections are full. Please make arrangements in a timely manner.

Option 2: The student can forfeit taking the practical exam, and the other practical exam grade will count double. For instance, if a student misses the first lab practical exam, has a valid excuse and is unable to take the practical in another lab section, then the student's second lab practical grade it will count as 100 points rather than the normal 50 points.

STUDENTS WILL BE UNABLE TO MISS MORE THAN ONE PRACTICAL REGARDLESS OF THE EXCUSE. Missing more than one practical exam is considered unreasonable because the practical exams account for 50% of the grade. Students who miss both practical exams will be asked to consider a hardship withdrawal.

Computer and Cell Phone Policy

The use of laptop computers during lab is at the discretion of the instructor. Students will need internet access to download and print the lab protocol and report sheet before each class meeting.

Turn off all cell phones, pagers, etc. when entering the classroom. Cell phone use during class is disrespectful and distracting to the instructor and other students. Any student using their cell phone during class (ringing, talking, or sending/receiving text messages) may be asked to leave the class and forfeit his or her lab grade for that day.

Academic Dishonesty

No form of academic dishonesty will be tolerated in this class. Any type of activity that is considered dishonest by reasonable standards may constitute

academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a MINIMUM penalty of a grade of zero for the work involved. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described in the [Procedures for Adjudicating Alleged Academic Conduct Infractions](#).

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

More detailed descriptions of [examples of disruptive behavior](#) are provided in the Clayton State University Academic Catalog and Student Handbook.

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items. See the following site for details:

<http://www.clayton.edu/operation-study>

Last update: January 5, 2014
