



BIOL 1107L - Principles of Biology I Laboratory

Course Syllabus – Fall 2015

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, 678-466-5445, DisabilityResourceCenter@clayton.edu.

Course Description

Number and Title:

BIOL 1107L Principles of Biology I Laboratory

Credit Hours:

1.0 semester credit hours (0-3-1)

Catalog Description:

Laboratory accompanying BIOL1107, Principles of Biology I.

Co-requisites:

BIOL1107, Principles of Biology I.

Withdrawal from BIOL1107L requires withdrawal from BIOL1107 and withdrawal from BIOL1107 requires withdrawal from BIOL1107L.

Notebook 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>.

Computer Skill Prerequisites:

- Able to use the computer's operating system
- Able to access and send e-mail
- Able to use a web browser and search engine
- Able to use a word processing program and spreadsheet program for assignments as needed
- Able to install software as required for accessing course materials, including browser plug-ins such as Adobe Flash player, Adobe PDF reader, etc.
- Able to access Desire2Learn (D2L)
 - Student training videos and print materials can be found at <http://www.clayton.edu/cid/d2lstudenttraining>
 - You can gain access to Desire2Learn by signing into the SWAN portal and selecting "D2L" on the top right side. If you experience any difficulties with Desire2Learn, please e-mail or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP.

Students who do not have the required skills should go to the HUB and/or Student Software Support Services for training and help. Your instructor is not able to provide this training. Assignments may require use of your computer and an inability to complete an assignment due to a lack of the above (or other general computer issues) will not be an acceptable excuse.

Computer/tablet and Cell Phone Policy:

Laptop computers may be used during lab, and for some lab activities, laptops will be required. However, laptops may only be used for class-appropriate activities, and inappropriate use of laptops may result in a loss of participation points. You will need internet access to download and print certain lab handouts before each class meeting.

Turn off all cell phones, pagers, tablets, etc. upon 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.

Student Learning Outcomes:

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

http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf

Program learning outcomes:

BIOL1107L supports outcomes 1, 2, 4, and 5 of the biology major:

- Outcome 1. Knowledge of the basic principles of major fields of biology.
- Outcome 2. Mastery of a broad range of basic lab skills applicable to biology.
- Outcome 4. Ability to communicate orally and in writing in a clear concise manner.
- Outcome 5. Ability to collect, evaluate, and interpret scientific data, and employ critical thinking skills to solve problems in biological science and supporting fields.

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 website: <http://www.clayton.edu/teachered/standardsoutcomes>

The mission of the Teacher Education Unit is to prepare professional educators who engage in *reflective practice* and who are *competent, caring, committed, collaborative, culturally responsive*, and prepared to teach diverse learners in an ever-changing society.



Course learning outcomes:

After this course, I want you to be able to:

- Design studies that appropriately investigate scientific questions.
 - Manipulate and graph data using Microsoft Excel.
 - Clearly communicate the details of scientific studies through writing.
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Instructor Information:

Dr. Ann Showalter (CRN 80682)

Office: NBS 161

Phone: (678) 466-4771

Email: AnnShowalter@clayton.edu

Website: <http://www.annshowalter.com>

Office hours: Mon & Wed 2:15-5pm, Tues 1-1:45pm

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 (all lab sections)

Course Number	Section	Days	Times	Building	Room	Instructor
80677	01	M	12:35 pm- 3:25 pm	NBS	123	Boudell
80678	02	W	2:05 pm - 4:55 pm	NBS	123	Day
80679	03	T	11:10 am - 2:00 pm	NBS	123	Day
80680	04	W	8:00 am - 10:50 am	NBS	123	Jordan
81331	05	W	11:00 am -1:50 pm	NBS	123	Jordan
80681	05B	W	11:00 am -1:50 pm	NBS	123	Jordan
80682	06	T	2:05 pm -4:55 pm	NBS	123	Showalter

Notes on course number 80681: This section is reserved for first-time freshmen in Learning Community C. This section contains a weekly recitation session

Textbook Information and Lab Supplies:

Required texts:

1. Custom lab manual available in the CSU bookstore.
2. *Writing papers in the biological sciences*, 4th edition, Victoria E. McMillan. Bedford/St. Martin's.

Required Lab Supplies: Laboratory notebook like the picture below



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

Evaluation:

Item	Points
Practical Exams (2 exams @ 50 pts)	100
Quizzes (10 quizzes @ 8 pts)	80
Lab Reports	100
Lab notebook check	25
Participation*	25
TOTAL	330

* Participation in each lab period is worth 2.5pts and will include deductions for tardiness, unexcused absences, lack of preparation, and inappropriate use of electronic devices.

Grading:

Your final grade will be determined as follows:

Grade	Percentage Range
A	89.5 - 100%
B	79.5 – 89.4%
C	69.5 – 79.4%
D	59.5 – 69.4%
F	below 59.5%

Mid-term Progress Report:

Laboratory courses do not have a mid-term grade. Students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs on October 9, 2015. [Instructions for withdrawing are provided at this link.](#) **The last day to withdraw without academic accountability is Friday, Oct. 9, 2015.**

Tentative Course Schedule:

The course schedule is listed below – pre-lab assignments and lab handouts will be available on D2L at least a week before lab. You are expected to bring your lab notebook and any required documents to lab.

Week	Date	Lab #	Topic
1	Aug 18		<p>Lab safety & introduction</p> <p>Bring your laptop</p>

2	Aug 25	1	<p>Scientific Investigation: Week 1 Design study & collect data</p> <p>Bring your laptop</p>
3	Sept 1	1	<p>Scientific Investigation: Week 2 Analyze data & discuss results</p> <p>Bring your laptop</p>
4	Sept 8	NO LAB – Labor Day	
5	Sep 15	2	<p>Microscopes & Cells</p> <p>Complete draft of Lab 1 report <u>due</u> Lab 2 drawings <u>due</u> at end of lab</p>
6	Sep 22	3	<p>Osmosis: Week 1 Design study & collect data</p> <p>Bring your laptop Group data <u>due</u> at end of lab</p>
7	Sep 29	3 4	<p>Osmosis: Week 2 Analyze data & discuss results</p> <p>Enzyme Experiment Design study & collect data</p> <p>Bring your laptop Final draft of Lab 1 report <u>due</u> Lab 4 report <u>due</u> at end of lab</p>
8	Oct 6		<p>PRACTICAL EXAM 1</p> <p>Complete draft of Lab 3 report <u>due</u></p>
	Oct 9	Last day to withdraw without academic accountability	
9	Oct 13	NO LAB – Fall Break	
10	Oct 20	5	<p>Respiration & Fermentation</p> <p>Final draft of Lab 3 report <u>due</u></p>
11	Oct 27	6	<p>Photosynthesis: Week 1 Design study & collect data</p> <p>Bring laptop Lab 5 report <u>due</u></p>

12	Nov 3	6 7	Photosynthesis: Week 2 Discussion & peer-review Corn Genetics: Week 1 Bring laptop Complete draft of Lab 6 report <u>due</u>
13	Nov 10	7	Corn Genetics: Week 2 Bring laptop Second draft of Lab 6 report <u>due</u>
14	Nov 17	8	Gene Expression & Molecular Biology Lab 7 report <u>due</u> <u>LAB NOTEBOOK CHECK</u>
15	Nov 24	NO LAB – Thanksgiving Holiday	
16	Dec 1	PRACTICAL EXAM 2 Final draft of Lab 6 report <u>due</u>	

CLASSROOM POLICIES:

1. **Attendance is required for all lab periods, and labs CANNOT be made-up.**

The good: If you miss lab for legitimate reasons (e.g., jury duty, etc.), you must contact me immediately to discuss your options, and I expect documentation from an authority (doctor, judge, etc.) for your absence. Ideally, you would attend another lab section for the week. If that is not possible, then the missed points (for participation and any assignments) will not count against you. If you cannot provide documentation, then the absence is unexcused. Regular doctor's appointments (check-ups, etc.) are not valid excuses for missing lab.

The bad: Unexcused absences will result in a zero for participation points on that day and a zero on any assignments associated with that lab.

The ugly: If you miss three or more laboratory classes, you will receive an Institutional Withdrawal. This is not meant as a punishment but to protect you from the "F" that you will likely receive in lab as a result of your absences (students who do not attend regularly generally do not do well in the course).

2. **Show up on-time for lab each week.** You will be marked as late if you are more than 5 minutes late for lab. You can be late one time during the semester without penalty (a freebie!), but for every other tardy, you will lose half of your participation points for the day. If you are more than 20 minutes late, you will be counted as absent and incur the

penalties associated with unexcused absences. There are no freebies for showing up <20 minutes late to class.

Lab is scheduled for three hours, and you are expected to remain in lab for the full lab period. Students who leave lab early will lose participation points for the day and may receive a penalty on assignments associated with the lab.

3. **Late policy on assignments.** Unless otherwise indicated, all assignments are due at the start of lab. Late assignments are subject to a penalty of 10% of the points for each day (i.e., 24 hour period) that the assignment is late.

Students who miss lab for valid (and documented) reasons are still held to the deadlines for assignments submitted to Dropbox. For example, if you have to miss lab because of jury duty, I still expect you to submit your assignments to Dropbox. Exceptions and waivers of late penalties may be made for extenuating circumstances.

4. **Practical exam procedures.**

- i. Exam dates are fixed and will not change. So mark your calendars. There are no make-up exams.
- ii. Exams start at the beginning of class. Students who arrive late will not be given extra time on the exam.
- iii. The use of or possession on your person of a cell phone, or any other electronic device, is not permitted during an exam. Anyone caught with a cell phone (in your hands, or lap, or pocket, etc.) will be subject to disciplinary action (see Academic Dishonesty below) and will receive a zero on the exam.

5. **Many assignments will be submitted on Dropbox in D2L.** It is your responsibility to ensure that the appropriate documents have been submitted by the deadline. Submit documents as Word (.doc or .docx) or Excel (.xls, .xlsx, or .csv) files only – I will not accept Pages (sorry Mac users!), PDFs, or Google docs for any assignments. If you submit inappropriate documents (e.g., wrong file format or wrong assignment altogether), you will be subject to late penalties until you post the appropriate file to Dropbox.

6. **Respectful behavior is expected.** This means active listening when I am talking or when another student is talking during class discussions. Inappropriate side-conversations and the inappropriate use of laptops/cell phones is distracting to other students and disrespectful to everyone. Students who violate this policy will lose participation points and may be asked to leave the classroom for being disruptive.

7. **Come prepared to each lab**, by downloading all files and printing any handouts before lab begins, and bringing those documents and your computer to class. Details about what is needed for each lab period will be posted on D2L. Students who do not have their computers, when they are necessary for lab activities, will lose participation points for the day.

8. **Plagiarism will NOT be tolerated**, and any instances of plagiarism will be subject to disciplinary action (see Academic Dishonesty below). Ignorance is not an excuse. I consider your completion of the plagiarism awareness homework assignment as evidence that you understand the various forms of plagiarism. If you are ever in doubt, please ask me (or the Writers' Studio) for help.

9. **Visitors are not permitted without the instructor's permission.** Children are not allowed in the classroom at any time.

General University Policies:

General Policy

Students must abide by policies in the [Clayton State University Student Resource Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are violating testing procedures, cheating, and plagiarism. All instances of academic dishonesty will result in 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 [Student Resource Handbook](#) (Procedures for Adjudicating Alleged Academic Conduct Infractions beginning on page 16).

Plagiarism Detection Software

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

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.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

Writing & Study Help:

Writing Assistance

The goal of the Writers' Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can find a place at The Writers' Studio—a place for students to come for writing guidance and feedback.

Each student may receive up to 90 minutes of assistance per day and 3 hours per week. Furthermore, both appointments and walk-ins are welcome. Here's The Writers' Studio's contact information:

Location: Arts & Sciences Building, Room G-224
Phone: 678.466.4728
Email: ws224@clayton.edu
Website: <http://clayton.edu/writersstudio>

Visit The Writers' Studio at <http://clayton.edu/writersstudio> or schedule your appointment online at <http://clayton.mywconline.com> (Note: first-time users need to complete a one-time registration prior to using the online appointment website).

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>

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.

Last update: August 18, 2015
