



## BIOL 1111L – Introductory Biology Laboratory

### Course Syllabus – Spring 2016

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Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, (678) 466-5445, [disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu).

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#### INSTRUCTOR INFORMATION

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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.

#### COURSE DETAILS

**Course title:** BIOL 1111L – Introductory Biology Laboratory (CRN 20727, 20728)

**Classroom location:** Natural and Behavioral Sciences, Room 123

**Class meeting day and time:**

CRN 20727: Monday, 10:00am – 11:50am

CRN 20728: Friday, 10:00am – 11:50am

**Textbook:** No textbooks is required for this course. You will be using an online lab manual that can be accessed on the course Desire2Learn webpage.

**Required supplies:** Safety glasses or googles

**Credit hours:** 1.0 semester credit hour

**Catalog description:** Laboratory accompanying BIOL 1111, Introductory Biology I

**Pre/co-requisites:** BIOL 1111, with a minimum grade of a D (can be taken concurrently)

**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.

## LEARNING GOALS & 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.

### General education outcomes:

The Clayton State University Core Curriculum outcomes (see Area D) are located on pages 107 and 108 of the [Academic Catalog and Student Handbook](#).

### 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://www.clayton.edu/teachered/Standards-Outcomes>

## EVALUATION & GRADING

You will be evaluated with the following assignments/criteria:

Lab practical examinations: 2 exams @ 50 points	100
Lab report sheets	80
Pre-lab quizzes (on Desire2Learn)	40
Participation*	20
<b>TOTAL</b>	<b>240</b>

\*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.

Your grade will be determined as follows:

Grade	Percentage
<b>A</b>	89.5 - 100%
<b>B</b>	79.5 – 89.4%
<b>C</b>	69.5 – 79.4%
<b>D</b>	59.5 – 69.4%
<b>F</b>	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. 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 March 4. [Instructions for withdrawing are provided at this link.](#)

**The last day to withdraw without academic accountability is Friday, March 4, 2016.**

## COURSE SCHEDULE

Week of	Laboratory Topic	Lab #
Jan 11	Course introduction Review lab safety information	
Jan 18	<b>MLK DAY HOLIDAY, NO LABS THIS WEEK</b>	
Jan 25	<b>Process of Science</b>	Lab 1
Feb 1	<b>Biological Chemistry</b>	Lab 2
Feb 8	<b>Microscopy</b>	Lab 3
Feb 15	<b>Diffusion and Osmosis</b>	Lab 4
Feb 22	<b>Factors Affecting Enzyme Activity</b>	Lab 5
Feb 29	<b>LAB PRACTICAL I</b> (covers labs 1-5)	<b>Exam I</b>
<b>March 4, 2016 is the last day to withdraw and receive a W grade</b>		
Mar 7	<b>SPRING BREAK – NO LABS THIS WEEK</b>	
Mar 14	<b>Alcoholic Fermentation</b>	Lab 6
Mar 21	<b>Photosynthesis</b>	Lab 7
Mar 28	<b>DNA Extraction</b>	Lab 8
Apr 4	<b>Mitosis Lab</b> -- Online	Lab 9
Apr 11	<b>Genetics Lab</b> -- Online	Lab 10
Apr 18	<b>LAB PRACTICAL II</b> (covers labs 6-10)	<b>Exam II</b>

PLEASE NOTE: BIOL 1111L Lab course ends after Lab Practical II.

## COURSE POLICIES

- 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. Students with valid excuses must bring the

excuse to the instructor within one week of the 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 two 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 end 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. 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. **Come prepared to each lab**, by downloading all files, printing any handouts, and completing the online pre-lab quiz on D2L before lab begins. The pre-lab quiz will be given over the material covered in the lab protocol for the week.
6. **Students must follow all laboratory safety rules and procedures.** General lab safety procedures will be discussed on the first day of lab. Any additional rules/procedures will be explained at the start of each 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.

7. **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.
8. **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 Handbook, and the [Basic Undergraduate Student Responsibilities](#). The Student Handbook is part of the [Academic Catalog and Student Handbook](#), which begins on page 6.

### 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 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 beginning on page 19 in the section of the [Academic Catalog and Student Handbook](#) titled, 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](#) starting on page 14.

## COMPUTER REQUIREMENTS

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 the Clayton State University e-mail system using Outlook™.
- Able to attach and retrieve attached files via email
- Able to use a Web browser.

### 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.

### GeorgiaVIEW Desire2Learn (Online Classroom)

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](mailto: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.

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**Changes or additions to this syllabus can be made at the discretion of the instructor at any time.**

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*Last update: January 7, 2016*

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