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

Course Description

Number and Title:

BIOL 1111L
Introductory to Biology Laboratory (CRN80896)

Credit Hours:

1.0 semester credit hours

Catalog Description:

Laboratory studies for non-science and education majors. Topics covered will include osmosis and diffusion, chemical composition of food stuffs, enzyme activity, biological diversity, and human genetics.

Course Co-requisite: BIOL 1111, Introductory to Biology I
Note: Some students may be taking biology 1111 and 1111L together (although it is not required). If a student withdraws from BIOL1111, the student must also withdraw from BIOL 1111L. However, if a student withdraws from BIOL1111L, he or she does NOT have to withdraw form BIOL 1111.

This class is the online version of biology 1111L. All activities, including exams, will take place online.

By registering for this online class, you will need to participate in online discussions and assignments and perform the laboratory exercises in your house with a lab kit. If you are not comfortable doing this, then I recommend that you sign up for the traditional face-to-face version of biology 1111L.

You are not allowed to perform these labs on campus. If you want to do labs on campus, there are numerous on campus sections of biology 1111L that you can sign up for.

The lab kit is expensive so if you want, you can share the kit with 1-2 other people but that will require that you are able to get together with them at their houses at a mutual convenient time. You should consult with other students before purchasing the lab kit and determine if you will be able to get together at a site off campus.

You can work as a group to perform the experiments but each person in the group must submit their own assignments.

GaVIEW Desire2Learn (Online Instruction):
On-line activities will take place in Desire2Learn, the virtual classroom for the course.

Discussions, announcements and other relevant course material will be posted in Desire2Learn. This should be your first point of contact for the class. You are responsible for being up-to-date with all of the announcements posted in the NEWS section.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting "GaVIEW" 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 (Do NOT email me because I cannot fix technical issues). 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.

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. For further information on CSU's Official Notebook Computer Policy, please go to http://itpchoice.clayton.edu/policy.htm.

**Computer Skill Prerequisites:**

This class is an online class and as such requires that you have excellent computer skills. The class will be taught through Desire2Learn. You must be proficient in your use of Desire2Learn. You will have to access Desire2Learn to participate in the class. You will need to work through Desire2Learn to access all relevant material for the class. In addition, you will need to be able to do the following:

- Able to use the Windows™ operating system.
- Able to use a the Microsoft Word™ word processing program.
- Able to send and receive e-mail using the Outlook™ or Outlook Express™ program.
- Able to use a Web browser.

If you are unable to perform these computer tasks, it is HIGHLY recommended that you do not take this online class. Biology 1111L is also taught as a traditional face-to-face class and this format will be better suited for you.

**Student Learning Outcomes:**

**General education outcomes:**

- Communication: knowledge base. BIOL 1111L will provide knowledge base information necessary for communication of information concerning biological chemistry, cellular biology and ecology.
- Critical thinking: all components (question/issue, method, evidence, conclusion). BIOL 1111L will require application of knowledge base information to understand biological relationships.

**Teacher education standards:**

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.

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/standardsoutcomes
Course Learning Outcomes:
Upon completion of this course, students will be able to:
Make observations and to follow the scientific method in biology.
Use a microscope and other tools used in biologic observations.
Have a better understanding of biological principles learned in the lecture part of the class.

Textbook/Supply Information:
Please read the document posted in D2L that gives instructions for ordering the LabPaq kit.

For some of the LabPaq laboratory exercises, in addition to using the kit, some small additional supplies will be required. These may be routine items that you may have in your house or may have to purchase at the supermarket. A list of these items is given in the LapPaq kit.

There are other labs that will be performed that do not require the LabPaq kit. Many of these labs will direct students to web sites. No additional supplies will be required unless noted otherwise in D2L.

Instructor Information:
Dr. Fran Norflus
Office: NBS building, Room 153 before August 30 and NSB 135E afterwards
Phone: 678-466-4852
E-mail: FrancineNorflus@clayton.edu
Internet: faculty.clayton.edu/fnorflus/
Office Hours: Tuesday and Thursday, 1:00 – 3:30 PM

Virtual office hours for online classes – Sunday, 8:00 PM – 9:00 PM.

Class Meetings:

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91</td>
<td>80896</td>
<td>online</td>
<td>Class will be held asynchronously</td>
<td>F. Norflus</td>
</tr>
</tbody>
</table>

This class is 100% online. However, during the first week of CSU classes, you can participate in the introduction discussion. Officially, you must participate in this discussion by August 27th at 5 PM or you will be dropped as a no show. But, no shows are not reported in lab. However, it would be nice if you introduced yourself to the class. It is also VERY important that you order the LabPaq kit during this time.
You also need to submit the science lab safety reinforcement document in D2L by August 23 at 11:59. For each day that it is late, 10% of your grade will be deducted. No forms will be accepted after August 26 at 11:59 PM. If you do not submit this document, you cannot continue in the class.

Please consult the D2L and the course schedule for more details.

The midterm and final examinations will be given online. The midterm exam will be open for approximately 3 days but you will have 2 hours to complete the exam once you open it. **The midterm exam will be open Monday October 5 at 9:00 AM until Wednesday October 7 at 11:59 PM.** I will not accept any exams late (unless there is a system wide problem with D2L or some other problem with D2L that all students are having). I would recommend that you make sure that you have no technical problems with your computer before you start.

The final exam will be open for approximately 3 days but you will have 2 hours to complete the exam once you open it. The final exam will be posted on **Saturday Nov. 21 at 9:00 AM until Monday November 23 at 11:59 PM.** I will not accept any final exams late (unless there is a system wide problem with D2L or some other problem with D2L that all students are having). I would recommend that you make sure that you have no technical problems with your computer before you start.

The final exam is NOT cumulative. It will cover the lab assignments and discussions since the first lab exam.

Class is over after you submit the final exam.

---

**Evaluation:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Lab safety sheet</td>
<td>10</td>
</tr>
<tr>
<td>Lab Reports (90 points for 10)*</td>
<td>90</td>
</tr>
<tr>
<td>Participation in discussions (50 points for 10)**</td>
<td>50</td>
</tr>
<tr>
<td>Drawings (10 points for 1)**</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>360</td>
</tr>
</tbody>
</table>
*There are 9 lab assignments. The lab on membranes is very long and you will be given two weeks to complete it. This lab is labelled lab 4/5. You will receive one grade for it.

**Since lab 4/5 is long, you will need to post two responses to the discussion. Students may have additional questions/comments about this lab. The discussion is labelled discussion 4/5. In the gradebook, there will be a separate grade posted under discussion 4 and discussion 5.

***Each student will be assigned one drawing to complete. This assignment will be for one of the laboratory exercises. It will be given early in the semester after the roll is relatively stable. Your assignment will need to be posted to the discussion area. The details of this assignment will be posted in the content area of D2L as well as giving an example.

Dr. Norflus is doing a study examining the effectiveness of using computer drawings to teach concepts in the biology laboratory. You will be asked to complete a pre and post-test relating to your work. You will be sent a link by:

Felisha Shepard-White  
Senior Assessment Specialist  
Center for Instructional Development  
Clayton State University

Dr. Norflus will not know if you decided to participate in this study until after the semester is over and grades have been submitted. Dr. Norflus will just be informed of whether you completed the consent form. She will not know if you said yes or no.

However, in order to get credit for the drawing assignment, you will be required to complete the consent form and if you participate in the study, you must complete the pre and post-test. There are only a few questions and it will just take a short amount of time to complete. If you decide not to participate in the study, you will only need to complete the consent form.

Dr. Norflus will post your grade on your drawing soon after it is submitted but this grade will be changed later in the semester if Dr. Norflus is told that you did not complete the forms for the study.

**Grading:**

Your final grade will be determined as follows:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

**Midterm Grade Reporting**

Due to the limited number of assignments in this class, no midterm grades will be issued for this class. However, students may choose to withdraw from the course by **Friday, October 9, 2015** and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, before **October 9th**.

**Lab Exercises, Lab Reports, Quizzes and Extra Supplies**

There will be 9 lab exercises in this class but the lab for membranes is labelled as lab 4/5 in D2L. This is a long lab so you will have two weeks to complete it but you will be given just one grade for it. For 6 of them, you will use your kit and the other 4 will be Internet based labs or labs that you can do in your house with common supplies. For the labs that require your kit, a lab report sheet is posted at the LabPaq website. All lab protocols and the lab report sheets will be posted at the LapPaq website. However, you must submit your assignments in the dropbox in D2L.

These lab report sheets are due on Wednesdays at 11:59 PM. If you want to work on them over the weekend and finish early, feel free to do so. The lab report sheets are due on Wednesday to scatter the assignments so those of you who are taking both my biology 1111 class online and this lab class online (which is many students), will not have multiple assignments due on the same day.

The grades will be posted after the due day has passed. For each day that the lab report sheet is submitted late, 10% will be deducted from your grade. No lab report sheets will be accepted after Saturday at 11:59 PM. All lab report sheets will need to be submitted through DROPBOX in D2L. Do not email them to Dr. Norflus. If you do, you will get a grade of 0 and will have points deducted if you then upload them late in the DROPBOX.

For lab 2, there will be a quiz posted in the quiz section of D2L. This assignment will be instead of the lab report sheets. The quiz will be due on Wed. Sept 9 at 11:59 PM. No late quizzes will be accepted. You only have one chance to
complete the quiz but you do have an unlimited amount of time to do it once it is opened. The quiz will be available at the beginning of the semester but do not submit it until you have gone through the lab exercise. You should save the answers for each question and then when you are ready to submit it, press submit.

You should find a column in your grades in D2L that says current grade. You can check this item throughout the semester.

Some of the laboratories require you to purchase some extra supplies at the supermarket. You should read over the lab exercises in advance so you will have all of the supplies when you are ready to perform the experiments.

**Drawings**

For some of the lab exercises, Dr. Norflus thinks it is useful to make a drawing of the lab protocol. Dr. Norflus will provide an example in D2L. For these labs, there are many different steps and it is easier to look at pictures with a little text rather than just reading long text passages. It can take a lot of time to do these drawings so Dr. Norflus will assign students just one drawing assignment during the semester. This assignment will be due on Mondays at 11:59 PM and you will have 10% deducted if they are submitted after Mondays at 11:59 PM. They will not be accepted after Thursday at 11:59 PM. You will need to post them in the discussion area of D2L so other students can look at them.

For the week where you will need to make the drawing, you might want to work on your drawing ahead of time. I think it is best to make the drawing before you do the lab experiment but you can also take pictures of the lab experiment.

You should also read under the evaluation section why you might not get credit for this assignment if you do not complete a consent form for a survey.

**Discussions:**

In this class, you will need to participate in asynchronous group discussions. This means that not everyone will be participating at the same time. These discussions will not take place in a chat room. Instead, you will post a response and either the instructor or other students may respond at a later time.

You may participate in these discussions 24 hours a day, 7 days a week. However, there are definite deadlines for the discussions.

These discussions are meant to help students with any questions they have about the laboratories. These discussions are more of a chat board for students to interact with each other. I hope that this section will also excite students about the lab exercises. Dr. Norflus will read the discussions but will not be responding to each post but will respond to many.
These discussion posts will be due on Mondays at 11:59 PM. The lab reports will be due on Wednesdays at 11:59 PM. My goal is for students to NOT start the lab at the last moment. If you start the lab early, you can post questions that you have. If you do not have any questions, you can just post comments about the lab or the topic. You can even post pictures of you doing the lab.

But, please don’t post the answer to any of the lab report questions.

You will be required to make just one post to this discussion. You are not required to respond to another student and will not get extra credit if you do but if you want to, that is great. The lab on membranes is long so this is divided into two weeks and is labelled – lab 4 and lab 5 in D2/L. You will get just one grade for the lab report but you will need to make two posts to the discussion and will get two separate grades.

If you write an original meaningful post by the deadline, you will receive 100 points. If you write I agree with John, then you will receive less than 100 points. For every day that you initial response is late, you will have 10% deducted. Your response will not be accepted after Thursday at 11:59 PM of the week it is due.

To receive full credit for weekly participation, in addition to submitting your responses on time, you must:

Participate individually, with meaningful and original comments, in the discussion area in DESIRE2LEARN. A minimum of one post per week is required except for those weeks where you do not need to respond to another student (such as the introductory conference). Your posts should be written in your own words and should be about 100 to 150 words long. Repetitive (redundant) answers, copied articles or portions of articles from websites, books, magazines, and so on will not count toward participation. Proper citation of sources used for your responses is expected. However, you do not need to find additional sources.

Questions

There will be an area in the Desire2Learn classroom where you can ask questions. These should relate to general questions about the class. Please post these questions here so that other students may read the answers. For example, post a response here if you do not know when the midterm exam will be held.

If you have a question about how to perform something in the lab exercise, you should post your response in the discussion section for the lab for that week.

If you have more personal questions, then please send me a pager message in D2L or please e-mail me privately to my CSU email account. **DO NOT USE THE D2L eMAIL. IT IS NOT USER FRIENDLY AND I CHECK THE OTHER eMAIL MORE FREQUENTLY.**
Midterm Exam
The Midterm exam will posted online Monday, Oct 5 at 9:00 AM and will be available until Wednesday Oct 7, 11:59 PM. You have 2 hours to complete it once you open it. It will be posted in the quiz section in D2L. No late exams will be accepted. Make sure your computer is working and you have a reliable Internet connection before you attempt to take the exam.

Final Exam
The final exam will be posted online in the quiz section of D2L on Saturday, November 21 at 9:00 AM and will be due on Monday, November 23 at 11:59 PM. You will have two hours to complete it once you have opened it. The final exam is not cumulative. No late exams will be accepted. Make sure your computer is working and you have a reliable Internet connection before you attempt to take the exam.

The Course Schedule will be posted in a separate document.

Final Examination Schedule:

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Day of Final</th>
<th>Time of Final</th>
</tr>
</thead>
</table>
| 90      | 80699 | Open, Saturday, November 21 at 9:00 AM  
Due Monday, November 23 at 11:59 PM  
2 hours given for exam during this time block | online | Dr. Norflus | Nov. 21 – Nov. 23 | Due November 23 at 11:59 PM |

Course Policies:
Students must abide by policies in the Clayton State University Student 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 grade

**Submitting and obtaining Assignments**

All Lab Report sheets and drawings must be submitted through the Dropbox in D2L. You may NOT e-mail them to the instructor. If you do, you will receive a grade of 0. All discussions will take place in DESIRE2LEARN.

The midterm and final exams will be submitted through the quiz section in D2L.

Your computer not working is NOT a valid reason for not submitting an assignment or participating in a discussion. You signed up for an online class. One of the expectations is that you will have a working computer. If the assignment is not received, you will receive a grade of 0.

All assignments and discussions are expected by the due date. For every day that it is late, 10% of the possible points for the assignment will be deducted from the grade. No assignments or discussions will be accepted 3 days past the due date.

Missing an assignment because you are taking a vacation, traveling for work, or leaving early for a scheduled break are NOT considered excused absences. You will need to take your computer or tablet with you.

All assignments will need to be submitted through D2L including discussions, lab reports and exams.

The LabPaq website will be used to access all of the LabPaq materials including lab protocols and lab report sheets.

Other materials not used in the labPaq will be posted in D2L. This includes protocols and lab report sheets not included in your kit.

**Missing Exams**

The midterm exam will be given online. If you have a significant reason why you cannot complete the exam, then the final exam will count twice. Documentation will need to be provided NO LATER than 24 hours after the end of the midterm exam period. Otherwise, a grade of 0 will be assigned.

If the final exam needs to be missed for an EXTRAORDINARY reason, a makeup final will be given.

Remember, though, that this is an online class. So, the excuse will need to be something other than you were traveling or did not have access to your computer.
No form of disruptive behavior will be tolerated in this class. 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 is found to be repeatedly disruptive 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. For more information, please refer to: http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf

Common examples of disruptive behavior in an online class are as follows, but are not limited to:
  a. Monopolizing classroom discussions
  b. Failing to respect the rights of other students to express their viewpoints
  c. Inappropriate language
  d. Refusal to comply with faculty direction

No form of academic dishonesty will be tolerated in this course. The most common forms are cheating and plagiarism, but any type of activity that is considered dishonest by reasonable standards will constitute academic dishonesty. The minimum penalty is a grade of zero on the work involved. The maximum penalty is expulsion from the university. Be aware that students found in violation of the university’s academic dishonesty code have lost scholarships, athletic eligibility, and/or their U.S. student visa (if an international student). All forms of academic dishonesty will be reported to the Office of Student Affairs for investigation. Judicial procedures are described at http://www.clayton.edu/Portals/47/docs/discipline.pdf http://www.clayton.edu/Portals/47/docs/code-conduct-2013-14.pdf

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:
  • Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
  • Use proper punctuation, grammar and be sure to edit your contribution before posting.
The material posted in the D2L classroom is to be used for students in this class to learn the material. Do not transfer any of the written materials, audios or videos posted in this classroom to any other websites.

Writing Assistance

The Writers’ Studio 224 is located in the A&S building, room 224. There you can talk with trained writing consultants about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a consultant or sign up for a regular appointment. But remember: you, not your consultant, are ultimately responsible for the quality and content of the papers you submit.

Aside from meeting with consultants one-with-one, you can also participate in consultant-led writing workshops. In these workshops, consultants will guide you in discussions and activities important to academic writing topics. Consultants and student-writers will collaborate on ways to apply writing concepts and strategies to specific writing situations. You will be identify, analyze, integrate, and synthesize writing principles through a series of writing exercises. Remember that we are here to collaborate with you as you develop your own experiences as a student-writer.

http://www.clayton.edu/arts-sciences/english/writersstudio

Operation Study

At Clayton State, 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.

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. Regular participation in this class is highly recommended. Announcements concerning changes will be posted in DESIRE2LEARN.

Last update: 7/05/15