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
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
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.

Instructor Information

Dr. Jere Boudell
Title: Professor of Biology
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Dr. Chris Kodani
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Telephone: (678) 466-4782
Fax: (678) 466-4797
Web Page: http://faculty.clayton.edu/ckodani
Dr. Jewels Morgan  
Department: Department of Natural Sciences  
Title: Assistant professor of biology  
Email: JulieMorgan@clayton.edu  
Office: Lakeview Discovery & Science Center  
Telephone: (678) 466-4776  
Web Page: http://www.clayton.edu/faculty/jmorgan

Dr. Francine Norflus  
Title: Professor of Biology  
Email: FrancineNorflus@clayton.edu  
Office: NBS - LDSC 135E  
Telephone: (678) 466-4852  
Fax: (678) 466-4797  
Web Page: http://faculty.clayton.edu/fnorflus

Class Meetings:

Note for Online Labs: online labs have a different syllabus and students should contact their instructor for separate instructions.

Classroom:

All labs are held in the Natural and Behavioral Sciences Building (NBS), in either NBS 122 or NBS 123.

Class times:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>80361</td>
<td>1</td>
<td>1</td>
<td>M</td>
<td>10:00 AM - 11:50 AM</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>123</td>
<td>J. Boudell</td>
</tr>
<tr>
<td>80492</td>
<td>2</td>
<td>1</td>
<td>M</td>
<td>12:45 PM - 2:35 PM</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>123</td>
<td>C. Kodani</td>
</tr>
<tr>
<td>80495</td>
<td>3</td>
<td>1</td>
<td>W</td>
<td>12:45 PM - 2:35 PM</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>123</td>
<td>C. Kodani</td>
</tr>
<tr>
<td>80652</td>
<td>4</td>
<td>1</td>
<td>R</td>
<td>12:10 PM - 2:00 PM</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>123</td>
<td>J. Morgan</td>
</tr>
<tr>
<td>80653</td>
<td>5</td>
<td>1</td>
<td>M</td>
<td>5:00 PM - 6:50 PM</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>123</td>
<td>J. Morgan</td>
</tr>
</tbody>
</table>
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. D2L can be found in the SWAN at https://swan.clayton.edu/cp/home/displaylogin

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.**

Safety Waiver:

Students are required to complete the lab waiver through D2L and if they do not do so by the second week of classes, then they can be dropped from the class.

Evaluation:

| Lab practical examinations: 2 exams @ 50 points | 100 |
| Lab report sheets (10 points each)            | 100 |
| **TOTAL**                                     | **200** |

Grading:

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 89.9%</td>
</tr>
</tbody>
</table>
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, October 7th.

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.

<table>
<thead>
<tr>
<th>Week of</th>
<th>Laboratory Topic</th>
<th>Lab #</th>
</tr>
</thead>
</table>
| Aug 15  | Course introduction  
          | Review lab safety information |       |
| Aug 22  | Process of Science  | Lab 1  |
| Aug 29  | Biological Chemistry | Lab 2  |
| Sept 5  | No Labs due to Labor Day Holiday |       |
| Sept 12 | Microscopy         | Lab 3  |
| Sept 19 | Diffusion and Osmosis | Lab 4  |
| Sept 26 | Factors Affecting Enzyme Activity | Lab 5  |
| Oct 3   | LAB PRACTICAL I (covers labs 1-5) | Exam 1 |

Oct 7, 2015 is the last day to withdraw and receive a W grade

<table>
<thead>
<tr>
<th>Week</th>
<th>Laboratory Topic</th>
<th>Lab #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 10</td>
<td>No Labs due to Fall Break</td>
<td></td>
</tr>
<tr>
<td>Oct 17</td>
<td>Alcoholic Fermentation</td>
<td>Lab 6</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Photosynthesis</td>
<td>Lab 7</td>
</tr>
</tbody>
</table>
### 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. Quizzes will be given over the reading material at the discretion of the instructor.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 31</td>
<td>DNA Extraction</td>
<td>Lab 8</td>
</tr>
<tr>
<td>Nov 7</td>
<td>Mitosis Lab -- Online</td>
<td>Lab 9</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Genetics Lab -- Online</td>
<td>Lab 10</td>
</tr>
<tr>
<td>Nov 21</td>
<td>No Labs due to Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>Nov 28</td>
<td>LAB PRACTICAL II (covers labs 6-10)</td>
<td>Exam II</td>
</tr>
</tbody>
</table>

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

Quizzes and practical exams begin at the start of class, and there are no make-ups. Missing a quiz due to tardiness will be handled in the same manner as if the student was absent.

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 (no photocopies) document 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 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. No electronic devices may be out or in use during laboratory class or exams. 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: August 12, 2016