Biology 1111L - Introductory Biology Laboratory
Course Syllabus – FALL 2012

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 214, 678-466-5445, disabilityservices@mail.clayton.edu

Updated 8/18/12 by N. Sawyer

Course Description:

Number and Title:

BIOL1111L, Introductory Biology Laboratory

Sections: CRN 87038, CRN 87041, CRN 87043, CRN 87035, CRN 87039, CRN 87044, & CRN 87046

Credit Hours:

1.0 semester credit hours

Catalog Description:

Laboratory accompanying BIOL1111, Introductory Biology I

Course Co-requisite:

BIOL 1111, Introductory Biology I

Note: Due to the co-requisite nature of BIOL 1111L and BIOL 1111, if either course is dropped, the other 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://itpchoice.clayton.edu/policy.htm.

Computer Skill Prerequisites:

- Able to use the Windows™ operating system.
- Able to use 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 (preferably Microsoft Explorer™).
- Able to print documents either on your home computer's printer or Smart Print (networked printers on campus).
- Must have Acrobat Reader on computer to access lab materials. This program can be obtained for free at the following website: http://www.adobe.com/products/acrobat/readstep2.html

In-class Use of Student Notebook Computers:

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

Program Learning Outcomes:

General Education Outcomes:

The following links provide tabular descriptions of the communications outcome and the critical thinking outcome components (see BIOL1111L in table):

- Communications outcomes components
- Critical thinking outcomes components

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/artssciences/teachered/standardsoutcomes

**Conceptual Framework:**

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. For the complete CSU Teacher Education Unit Conceptual Framework, follow the link below.

**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 biological investigations.
- Have a better understanding of biological principles learned in the lecture portion of the course.

**Term:** Fall 2012

**Instructor Information:**

Dr. Diane Day (CRN 87043)
Office: NBS 146
Phone: 678-466-4794
Email: DianeDay@mail.clayton.edu
Office hours: TBA
Ms. Nikki Sawyer (CRN 87038, 87041)
Office: NBS 160
Phone: 678-466-4787
Email: NikkiSawyer@mail.clayton.edu
Website: http://faculty.clayton.edu/nsawyer2
Office Hours: 3:30-5:00 pm on Mondays, Tuesdays, and Wednesdays, 3:00-5:00 pm on Thursdays, and by appointment. Office hours for Ms. Sawyer will start on 8/27.

Dr. J. Yvette Gardner (CRN 87035, 87046)
Office: NBS 166
Phone: 678-466-4779
Email: Jgardner@clayton.edu
Office Hours: TBA

Dr. Renee McFarlane (CRN 87039)
Office: NBS 158
Phone: 678-466-4790
Email: ReneeMcFarlane@clayton.edu
Office Hours: TBA

Dr. J. Parker (CRN 87044)
Office: NBS 163
Phone: 678-466-4776
Email: JoshParker@clayton.edu
Office Hours: TBA

Class Meetings: All labs are held in the Natural and Behavioral Sciences Building- NBS 122 &123

<table>
<thead>
<tr>
<th>CRN</th>
<th>Day</th>
<th>Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>87035</td>
<td>Tues</td>
<td>6:30 – 8:20pm</td>
<td>122</td>
<td>Gardner</td>
</tr>
<tr>
<td>87038</td>
<td>Thurs</td>
<td>9:15-11:05am</td>
<td>123</td>
<td>Sawyer</td>
</tr>
<tr>
<td>87039</td>
<td>Wed</td>
<td>8:00-9:50am</td>
<td>122</td>
<td>McFarlane</td>
</tr>
<tr>
<td>87041</td>
<td>Thurs</td>
<td>12:45-2:35pm</td>
<td>123</td>
<td>Sawyer</td>
</tr>
</tbody>
</table>
Textbook Information:

No textbook is required for this course. You will be using an on-line lab manual written by CSU faculty.

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:

<table>
<thead>
<tr>
<th>item</th>
<th>points</th>
</tr>
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<tbody>
<tr>
<td>2 lab practical examinations @ 50 points</td>
<td>100</td>
</tr>
<tr>
<td>5 - 10 report sheets @ 5 or 10 points each</td>
<td>50</td>
</tr>
<tr>
<td>quizzes and assignments</td>
<td>50</td>
</tr>
</tbody>
</table>

Grading:

Your final grade will be determined as follows:
<table>
<thead>
<tr>
<th>Week of</th>
<th>Laboratory</th>
<th>Lab</th>
</tr>
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<tbody>
<tr>
<td>Aug 13</td>
<td>No Lab</td>
<td></td>
</tr>
<tr>
<td>Aug 20</td>
<td>Introduction to BIOL1111 laboratory</td>
<td>Review Safety Policies</td>
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<tr>
<td></td>
<td>Laboratory Safety-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>complete safety</td>
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<tr>
<td></td>
<td>forms in class.</td>
<td></td>
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<tr>
<td></td>
<td>No Show Reporting</td>
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<tr>
<td>Aug 27</td>
<td>Process of Science</td>
<td>Lab 1</td>
</tr>
<tr>
<td><strong>MONDAY &amp; TUESDAY, Sept. 3 &amp; 4, Labor Day, NO CLASSES ON CAMPUS</strong></td>
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<td></td>
</tr>
<tr>
<td>Sept 10</td>
<td>Biological Molecules</td>
<td>Lab 2</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Microscopes</td>
<td>Lab 3</td>
</tr>
<tr>
<td>Sept 24</td>
<td>Diffusion and Osmosis</td>
<td>Lab 4</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Enzyme Function</td>
<td>Lab 5</td>
</tr>
<tr>
<td><strong>FRIDAY, October 5, 2012, Last day to withdraw and receive a W grade</strong></td>
<td></td>
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<tr>
<td>Oct 8</td>
<td>LAB PRACTICAL I</td>
<td></td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Lab</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>Oct 15</td>
<td>Photosynthesis</td>
<td>Lab 6</td>
</tr>
<tr>
<td>Oct 22</td>
<td>Cellular Respiration</td>
<td>Lab 7</td>
</tr>
<tr>
<td>Oct 29</td>
<td>DNA Extraction Exercise</td>
<td>Lab 8</td>
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<tr>
<td>Nov 5</td>
<td>Mitosis Exercise Online</td>
<td>Lab 9</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Genetics Exercise Online</td>
<td>Lab 10</td>
</tr>
<tr>
<td>Nov 26</td>
<td>LAB PRACTICAL II</td>
<td>Labs 6-10</td>
</tr>
<tr>
<td></td>
<td>Last day of Lab</td>
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</tbody>
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**November 21-25, 2012, THANKSGIVING HOLIDAY, NO CLASSES**

**The Bio1111L Manual can be found at:**
http://www.clayton.edu/arts-sciences/science/biology/labmanual

**Mid-term Progress Report**

Due to the relatively small number of laboratory reports that will have been returned by mid-term, no mid-term grade will be reported for this course. Students making unsatisfactory progress will be contacted individually by the instructor before mid-term.

**PLEASE NOTE: BIOL1111 Lab course ends after Practical II.**

**Course Policies:**

Students must abide by policies in the Clayton State University Student Handbook, located at:
www.clayton.edu/Portals/46/docs/student-handbook.pdf

**General Laboratory Policy**

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

No smoking, other use of tobacco, eating, or drinking is permitted at any time in the classroom.
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 you may have only pencil (s) and an eraser at your desk. You may not work with another person on exams.

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

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 Student Life/Judicial Affairs. Judicial procedures are described at http://adminservices.clayton.edu/judicial/.

Policy for Lab Reports, Quizzes, and Laboratory Practicals

Quizzes and lab practicals 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 were absent.

- You must come prepared for each lab. Make sure you read the material before coming to class. Answer general lab questions before coming to class. Quizzes will be given over the reading material at the discretion of the instructor.
- Students are expected to attend lab for 2 hours. Please do not schedule any appointments, events, etc. before the ending time of lab.
- The lab assignments are due at the end of each lab or at the discretion of the instructor. You will have only 2 hours to complete the lab and answer all the questions for your lab assignment.
In most laboratories you will be working as part of a lab group. You are expected to collaborate freely and participate in the work of the group. You may discuss any aspect of the lab with other members of your lab group or of the lab section. You are encouraged to compare results with your lab partners and to discuss possible sources of error. However, the laboratory report is INDIVIDUAL work. You may not copy the work of any other person. You may not copy files, diagrams or text from any other person.

All students are expected to attend the lab practical. 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.

**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 & 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 15 minutes late for lab is considered absent from lab. For any excuse to be "acceptable", you must provide me with an original (no photocopies) of a document from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.). For this purpose, a note from your 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.

You must bring the excuse within one week of the absence. Without a valid excuse, a grade of zero points will be assigned for the missed laboratory and quiz, if applicable. **Missed laboratories cannot be made up.** 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.

MISSING A PRACTICAL EXAM: If you have a valid excuse and you miss a practical you have 2 options. It is ultimately up to your instructor, which option is most applicable to your situation. PLEASE discuss it with your instructor.

Option 1: You can take the practical in another lab section if you have permission from your lab instructor and the instructor of the lab you wish to attend. This may not be possible if all other lab sections are full. Please make arrangements in a timely manner.

Option 2: You can forfeit taking the practical and the other practical will count double. For instance, if you miss lab practical one, have a valid excuse and are unable to take the practical in another lab section then when you take lab practical 2 it will count as 100 points rather than the normal 50 points.

VERY IMPORTANT: YOU WILL BE UNABLE TO MISS MORE THAN 1 PRACTICAL REGARDLESS OF THE EXCUSE. MISSING MORE THAN ONE PRACTICAL IS CONSIDERED UNREASONABLE SINCE THE PRACTICALS ACCOUNT FOR THE MAJORITY OF YOUR GRADE. YOU WILL BE ASKED TO CONSIDER A HARDSHIP WITHDRAWAL IF THIS OCCURS.

Computer and Cell Phone Policy

Laptop computers will not be used during lab. You will need internet access to download and print the lab protocol and worksheet before each class meeting. The use of laptop computers during lab is at the discretion of the instructor.
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.

**Disruptive Classroom Behavior**: 

Disruptive behavior in the classroom can negatively effect the classroom environment as well as the educational experience for students enrolled in the course. Disruptive behavior is defined as any behaviors that hamper the ability of instructors to teach or students to learn. Common examples of disruptive behaviors include, but are not limited to:

- Eating in class
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Constant questions or interruptions which interfere with the instructor’s presentation
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Creating excessive noise
- Entering the class late or leaving early
- Use of pagers or cell phones in the classroom
- Inordinate or inappropriate demands for time or attention
- Poor personal hygiene (e.g., noticeably offensive body odor)
- Refusal to comply with faculty direction

Students exhibiting these types of behaviors can expect a warning from the instructor or dismissal for the lesson in which the behavior occurs. Failure to correct such behaviors can result in dismissal from the course.

More extreme examples of disruptive behavior include, but are not limited to:
Use of profanity or pejorative language
Intoxication
Verbal abuse of instructor or other students (e.g., taunting, badgering, intimidation)
Harassment of instructor or other students
Threats to harm oneself or others
Physical violence

Students exhibiting these more extreme examples of disruptive behavior may be dismissed from the lesson or the entire course.

Students dismissed from a lesson will leave the classroom immediately or may be subject to additional penalties. Dismissed students are responsible for any course material or assignments missed.

Students dismissed from a course have the right to appeal the dismissal to the department head responsible for the course. Appeals beyond the department head may also be pursued. If no appeal is made or the appeal is unsuccessful, the student will receive a grade of WF (withdrawal – failing) regardless of the current grade in the course.

**Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.**

1 The description of disruptive behavior and listings of examples of disruptive behavior are taken from the Web sites of James Madison University, the University of Delaware and Virginia Tech.