Course description:

Number and title: BIOL 1108L, Principles of Biology II (CRN 24408, 24409, 24413, 25249, 26535)

Credit hours: 1.0 semester credit hours

Catalog description: Laboratory accompanying BIOL 1108

Course pre-requisite: BIOL1107 and BIOL1107L

Course co-requisite: BIOL1108, Principles of Biology II. Withdrawal from BIOL1108L requires withdrawal from BIOL1108 and withdrawal from BIOL1108 requires withdrawal from BIOL1108L.

Course as a pre-requisite: Note: A grade of "C" or better is required for higher level courses in the biology major.

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: You must be able to use Windows, Microsoft Word, Outlook Express (including attaching and retrieving files via e-mail), a Web browser, and Microsoft Excel

Laboratory objectives: For specific laboratory objectives, see the handouts linked on the course schedule

General education outcomes:

The following links provide tabular descriptions of the communications outcome and the critical thinking outcome components (see BIOL 1108L in the tables):

- Communications outcomes components
- Critical thinking outcomes components

Biology Outcomes:

- Effectively demonstrate knowledge of the basic principles of major fields of biology (Biology outcome #1)
• Demonstrate a mastery of a broad range of basic lab and technology skills applicable to biology (Biology outcome #2)
• Apply knowledge of physical sciences, mathematics, and statistics to biological concepts (Biology outcome #3)
• Communicate scientific information in a clear and concise manner both orally and in writing (Biology outcome #4)
• Demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in biological science and supporting fields (Biology outcome #5)
• Collaborate effectively on team-oriented projects (Biology outcome #6)

Teacher Education Learning Outcomes:

Teacher Education Policy:

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/arts-sciences/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 this link:

http://www.clayton.edu/portals/5/departments/teachered/docs/Conceptual-Framework.doc

In class requirement of student notebook computers

Student computers will be used in the lab and are required for lab simulations and accessing information. You should bring your notebook computer to every class meeting. Computers will also be required to access course materials and to communicate with your instructor.

Instructors:

Dr. Stephen Burnett (CRN 24407)
Phone: (678) 466-4774
Fax: (678) 466-
E-mail: StephenBurnett@clayton.edu
Homepage:
http://faculty.clayton.edu/sburnett

Office: Faculty Hall 128A
**Office hours:** 10:00 AM - 12:00 PM Tuesdays and 1:00 PM - 3:00 PM, Tuesdays and Thursdays, and during some lab times and by appointment. During office hours, I will generally be in one of two locations: Faculty Hall 128A (my office) or one of the biology teaching or research labs (in NBS or LAB). If I am not in my office, I will leave a note on my office door indicating where I can be found.

Dr. Barbara Musolf (CRN 25249, 26535)  
Phone: (678) 466-4851  
Fax: (678) 466-  
E-mail: BarbaraMusolf@clayton.edu  
Homepage: http://faculty.clayton.edu/bmusolf/

**Office:** Faculty Hall 123

**Office hours:** Monday and Wednesday: 12:30 to 2:00 pm and 3:30 to 4:00 pm; Wednesday and Friday: 11:00 am to noon. Any other times: By appointment

During office hours I may be working with student researchers in NBS 138A or 188. I will post my whereabouts on my office door.

**Class Meetings are in NBS 122:**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>24408</td>
<td>W</td>
<td>11:00 AM - 1:50 PM</td>
<td>Burnett</td>
</tr>
<tr>
<td>24409</td>
<td>W</td>
<td>2:05 - 4:55 PM</td>
<td>Burnett</td>
</tr>
<tr>
<td>24413</td>
<td>R</td>
<td>9:45 AM - 12:35 PM</td>
<td>Burnett</td>
</tr>
<tr>
<td>25249</td>
<td>R</td>
<td>12:40 - 3:30 PM</td>
<td>Musolf</td>
</tr>
<tr>
<td>26535</td>
<td>R</td>
<td>3:35 - 6:25 PM</td>
<td>Musolf</td>
</tr>
</tbody>
</table>

**Course schedule:**

The course schedule is listed on a separate page. Be sure to check it often to keep track of any changes in the due dates of assignments and exams during the semester. **Due dates for assignments may be changed at the instructor’s discretion. You are responsible for keeping track of due dates and turning in your work when it is required.**

**Evaluation and grading:**

Tentatively, the points will be distributed as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Lab practicals @ 50 pts each</td>
<td>150</td>
</tr>
</tbody>
</table>
Assignments | 100
--- | ---
Attendance* | 20
TOTAL | 270

*Attendance points are for being present in lab on time and for participating in the lab activities. Students who arrive late or who are on time but do not participate actively in the lab activities will be penalized a portion of those points. Students who are absent from lab will forfeit all of those points.

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>243-270</td>
</tr>
<tr>
<td>B</td>
<td>216-242</td>
</tr>
<tr>
<td>C</td>
<td>189-215</td>
</tr>
<tr>
<td>D</td>
<td>162-188</td>
</tr>
<tr>
<td>F</td>
<td>Below 162</td>
</tr>
</tbody>
</table>

**Mid-term Progress Report**: A mid-term grade typically is not posted for the lab.

**Required texts:**


* A Photographic Atlas for the Biology Laboratory


A lab notebook to record observations, develop experimental hypotheses, and record protocols and results.
General policies:

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

Visitors (friends, children, etc.) are strictly prohibited from attending class without the permission of the instructor.

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.

Course policies:

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.

Class Attendance Policy: Each student must attend the assigned laboratory weekly for 2 hrs & 50 min.

- You are expected to remain in lab for 2 hr & 50 min weekly, so do not schedule other appointments during this time. Attendance will be checked at each lab period.
- Due to limited space and resources, labs CANNOT be made up. However, you may attend lab in the other lab section if you have a valid excuse and with the permission of the instructor. If you miss lab, you must have a written excuse (that I can keep) from an authority (doctor, judge, funeral director etc.). With the written excuse, the missed points for the laboratory will not count against you. You cannot turn in a lab report or lab assignment for a lab that you did not attend.
- If you miss lab, you are responsible for the lab material on the lab practical.
- If you miss the lab practical altogether and have an excused absence, notify the instructor immediately by e-mail, and see the instructor upon your return to school.
- Except under extenuating circumstances, you will be counted absent if you are more than 20 minutes late and will not be able to turn in the lab assignment or complete a lab report for that lab.
- No eating, or drinking is permitted at any time in the laboratory.

Electronic devices:

- During class time, if there is an emergency that you are monitoring and you have notified your instructor, you may keep your phone on vibrate. Otherwise phones and other electronic devices must be off/silent for the entire class period. You may use such devices during lab as long as they are being used for appropriate purposes (e.g., taking pictures of a dissection). If you are found to be using your device for an inappropriate purpose (e.g., texting, checking social media sites, etc.) or if your cell phone or other device makes noise during class, you will lose a point towards your final grade, you may have the device confiscated, and you will not be permitted to use it in the future.
- All electronic devices including cell phones, palm pilots, pagers, calculators, MP3 players, etc. must be turned off and not on your person during exams or quizzes. This means that they may
not be clipped to your belt, in your pocket, or nearby. Possession and/or use of these items during an exam or quiz will result in an automatic zero on the graded activity.

- If a cell phone or other electronic device makes noise (by ringing, buzzing, etc.) and disrupts the testing environment, the instructor reserves the right to penalize the responsible student(s) by taking points from their score.
- You may use computers to record data and take notes and cell phones are useful for taking photos of your dissections and images in the microscope.

Cheating and Plagiarism: Cheating in any form will not be tolerated; all work that you turn in must be in your own words and must be your own work. If your brainpower did not generate what you turn in, it is considered cheating. The following are examples of cheating: copying the work of another person, allowing another person to do your assignment, working in a group on a graded item, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, etc. If you share your assignment with another person and they copy it, you are an accessory to cheating and will receive a zero for the assignment. Cheating in any form will result in a zero on the assignment and academic misconduct forms will be filed with the Office of Student Conduct for any violation. Disciplinary procedures are described at http://adminservices.clayton.edu/studentconduct/.

Using the Internet to find answers to assignments: The use of the Internet to find answers to assignments should be avoided unless you are told to do so by your instructor. While many websites claim to provide "solutions" to homework questions that might include some of the assignments we complete, copying these answers can qualify as academic misconduct. In addition, MANY of these sites provide answers that are blatantly wrong. In such a case you will lose the points for answering the question and may lose points for copying the answer. If the copying is significant you can also be submitted for academic misconduct. It is in your best interest to make sure that you use only your own brain power to answer questions and not go to homework "help" sites for answers. Under no circumstances will incorrect information taken from the Internet receive credit, regardless of the site from which it was taken.

Lab exercises: You are expected to prepare for the current week’s lab topic prior to lab so that you will already be familiar with the subject matter. This will enable to you to work through the lab on your own, asking the instructor when you have questions. You may be responsible for bringing in a representative organism from the group of organisms that we are studying. You will be notified of this one week in advance of the due date. You are responsible for printing handouts and bringing them to lab.

Late assignments: Unless otherwise stated by your instructor, assignments that are to be completed outside of class are due in class on the assigned days. Assignments that are not turned in by the assigned time immediately lose 20% of their points. They lose an additional 20% per day. For assignments that must be handed in to your instructor, only Monday-Friday are counted for determining how many days the assignment is late.

The additional 20% is taken off based on the time the assignment was due. For assignments due in class, the time will be based on the end of the class period. For example, for a class that ends at 10 am on Monday, if you turn in an assignment at 11 am on Wednesday, it loses 60%. 20% for being after 10 am on Monday, 20% for being after 10 am on Tuesday, and 20% for being after 10 am on Wednesday. Late work that is turned in to me will be penalized based on the time that I received it. If you are unable to turn an assignment in to your instructor personally, you must have a faculty or staff member from the Department of Natural Sciences sign the assignment and mark the date and time on it before you place the item in my mailbox or under my door. Items that lack any of these three items will be penalized based on the time that your instructor picked up the assignment.

For assignments that are submitted electronically, every day counts, including weekends and school holidays. Electronic submission of assignments is only allowed if the instructor specifically permits it. If it
was not permitted, electronic submissions will not be accepted and your work will be considered late, losing points until I receive a printed copy of the assignment.

**Printing problems or other general computer issues are not an acceptable excuse for submitting work late and will result in a loss of points as indicated above.**

Under NO circumstances will assignments be accepted more than one week after they are due or after I have returned the graded work to the class (or posted an answer key), whichever is sooner. For assignments that are completed in electronically (e.g., GeorgiaView/Desire to Learn or Mastering Biology), late submission may not be available because often graded work is provided as soon as the assignment deadline passes. For such assignments, missing the deadline results in an automatic zero for the assignment. For assignments that are not graded immediately, the normal processing for determining loss of points for late work will apply.

Turn in all parts of your assignment together. No supplemental materials may be added once you have turned in the assignment.

**E-mail:** Important messages and announcements will be sent to you via your CSU account. You must activate your account and check your e-mail regularly. If you cannot use your CSU account, it is your responsibility to send me an alternate e-mail address. You are responsible for all e-mails sent to the class list.

Communication from personal email accounts (e.g., Yahoo, gmail, etc.) is acceptable, as long as the following requirements are met:

1. You clearly identify yourself in the body of the email
2. You clearly identify which class you are writing to me about
3. The subject line of your email is suitably descriptive that I can tell it isn't Spam or a virus (e.g., do not send emails with a subject of "Hello", etc.)
4. You do not ask me specific questions concerning grades, as they cannot be discussed via non university email accounts.

Emails that do not meet these requirements will not receive a response.

**GeorgiaView/Desire to Learn:** Each student must activate his/her GeorgiaView/Desire to Learn account at Clayton State University. This account will be used for completing various assignments in and out of class. These assignments will generally have very specific time limits, and if they are not completed on time, they will not be possible to complete as late assignments. More information on these assignments will be provided as the semester progresses.

**Instructors Website:** Check your instructor's webpage regularly for new postings.

**Making up missed work:**

- **Make-up examinations cannot be given in a lab course.**
- Provided you have a valid excuse, you may only exempt one exam.
- In the event of a serious accident, birth of a baby, death of a family member, or jury duty, written documentation is required for the length of time absent.
- Routine doctor visits (i.e., annual eye exam, cleaning of teeth, etc.) should not be scheduled during class time.
- **Please contact instructor ASAP if you miss an exam.**
Practical exams

If you come in late and the practical is still in progress, you may take the practical, but you will NOT be given any additional time to work. You must turn in your work when time is called. If you miss the assigned lab practical time, then you must have a valid excuse (see Making up missed work) or you will receive a zero for the practical.

General exam/quiz policies

Specific policies on exams and quizzes will be provided on the day of the exam/quiz itself, but several rules apply to all testing situations

1. All electronic devices including cell phones, palm pilots, pagers, calculators, MP3 players, etc. are not allowed during exams or quizzes, unless specifically permitted by the instructor. During such activities, these devices are not permitted to be in your possession at all (which means they cannot be clipped to your belt, in your pocket, etc.). Possession and/or use of these items during an exam or quiz will result in an automatic zero on the graded activity, and may result in a charge for academic misconduct. Any use of such a device during an exam will result in an automatic zero on the assignment and charges for misconduct.

   If you are dealing with a family emergency that requires you to be available for contact on the date of an exam or quiz, you must set your phone on vibrate and provide your phone to your instructor. If the phone goes off during the exam, you will be notified - at this point you will have to turn in your exam - you cannot leave to take a phone call and return. If your phone goes off and you have not notified your instructor and provided him/her with the phone, you will be treated as having violated this policy and will lose points as indicated in #2 below, even if you have a family emergency. If you have such serious situations, it is in your best interest to discuss this with your instructor ahead of time to determine the best way to address your particular situation.

2. If a cell phone or other electronic device makes noise (by ringing, buzzing, etc.) and disrupts the testing environment, even if it is not on your person, the instructor will penalize the responsible student(s) by taking points from their score. This includes devices that make noise while set to "vibrate".

3. Once you begin the assignment, you are NOT permitted to leave the classroom until you have turned in the assignment. Students who leave the room will have their assignment confiscated and will not be permitted to continue working on it when they return to the classroom. Exceptions to this will only be granted in the case of documented medical conditions/situations. If you are ill, it is probably best to take a makeup when you are healthy.

Disruption of the Learning Environment: The current policy is as follows:

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://a-s.clayton.edu/DisruptiveClassroomBehavior.htm
Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.

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.