



## BIOL 1111L – Introduction to Biology Lab (Online) Course Syllabus - Fall 2016

*Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 214, 770-961-3719, [disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu).*

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**Course Description:** Laboratory studies for non-science and education majors. Topics covered will include osmosis and diffusion, chemical composition of foodstuffs, enzyme activity, biological diversity, and human genetics.

**Number and title:** BIOL 1111L (CRN 80446 & 80447)

**Credit hours:** 1.0 semester credit hours

**Class Meeting:** This class is the online version of biology 1111L. All activities, including exams, will take place online. **There NOT an on campus orientation.** A Mandatory online Orientation Quiz must be taken before August 25<sup>th</sup> at 5pm or you may be dropped as a No Show. Orientation Quiz is located on D2L.

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.

**GaVIEW Desire2Learn (Online Instruction):**

On-line activities will take place in Desire2Learn (D2L), 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. **Do not use the D2L email. Only use [jgardner@clayton.edu](mailto:jgardner@clayton.edu) to contact me.** 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](mailto: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.

**Course Co-requisite:** BIOL 1111, Introductory Biology I

BIOL 1111L, Introductory Biology Laboratory is no longer a co-requisite to BIOL 1111 lecture. The lab may be taken concurrently with the lecture, but it is not a requirement to take the lab in the same semester as the lecture. However, BIOL 1111L may not be taken without taking BIOL 1111 previously or concurrently.

**Note: If a student withdraws from BIOL 1111, the student must also withdraw from BIOL 1111L. If a student withdraws from BIOL 1111L, the student does not have to withdraw from BIOL 1111.**

**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>.

### **In class use of Student Notebook Computers**

Students will use their computers outside of class for the science assignments, to access the internet and class materials (D2L), to do activities on the text CD ROM, and to communicate with the instructor. You must be able to use Windows, Microsoft Word, Outlook Express (including attaching and retrieving files via e-mail), a Web browser (Internet Explorer preferred), and Microsoft Excel

### **Instructor information:**

**Dr. J. Yvette Gardner (CRN 80446 & 80447)**

Office: Laboratory Annex, RM116C

Phone: (678) 466-4779

e-mail: [jgardner@clayton.edu](mailto:jgardner@clayton.edu) (do not use D2L email)

Internet address: <http://faculty.clayton.edu/jgardner>

**Office Hours:** Mon & Wed 3:30 pm- 5:00 pm **CSU Main Campus**

Tues 9:00 pm – noon

**Online**

### **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 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.

### **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.

**Textbook information:**

Labpaq is required (SKU LP-2420-BK-01). Do Not purchase this labpaq from any other source but Hands On Labs or The Loch Shop. Labpaqs on ebay are designed for other institutions and not for CSU. Students with financial assistance must order labpaq through The Loch Shop on CSU campus. All other students may order labpaq directly at Hands on Labs by dialing 1-866.206.0773

**Lab Exercises, Lab Reports, Lab Quizzes, Lab Discussions, and Lab Overviews**

**Lab Exercises:** There will be 9 lab exercises in this class. For 5 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 labpaq kit, a lab report sheet accompanies the kit and should be completed and uploaded into the dropbox in D2L. For the other 4 labs, Dr. Gardner will post the lab protocol and lab report sheet to be completed and uploaded into the dropbox on D2L. ALL 9 labs and report sheets are located on D2L.

**Lab Reports:** Lab report sheets are due (uploaded into dropbox) on Tuesdays at 11:59 PM. The dropbox will be open weeks before an assignment is due, so feel free to complete the assignment earlier to accommodate your work schedule, religious activities or holidays. Lab report sheets will be accepted after the due date with a 20 point penalty.

**Lab Quizzes:** Assessments are due on Tuesdays at 11:59 PM. The quizzes will be open weeks before an assessment is due, so feel free to complete the assessment earlier to accommodate your work schedule, religious activities or holidays. No quizzes will be accepted after it has closed. With a valid excuse, the next quiz will count twice.

**Lab Overviews:** Several of the laboratory exercises require extra supplies. You are responsible for all supplies. You should read over the lab exercises in advance so you will have all of the materials when you are ready to perform the experiments. Dr. Gardner will post an overview of each of the labs within the labpaq with helpful hints and suggestions of what supplies are needed.

**Lab Discussions:** A discussion topic will be posted for each of the labs. You are expected to choose 5 topics to answer and submit your response. Each response is worth up to 20 points. Collectively, the possible 100 points will count as a quiz grade. Instructions for submitting the discussion will be posted on D2L.

**EVALUATION:**

Item	Percentage
2 Lab Practicals @ 100 points each	50%
Lab Reports	25%
Lab Quizzes	25%
<b>Total</b>	<b>100%</b>

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## GRADING:

Your final grade will be determined as follows:

Grade	Percentage Range
A	90 - 100%
B	80 - 80%
C	70 - 79%
D	60 – 69%
F	below 60%

## MIDTERM GRADE REPORTING

The mid-term grade in this course, which will be issued on October 4, 2016, reflects approximately 30% of the entire course grade. Based on this grade, 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 October 7, 2016. [Instructions for withdrawing are provided at this link.](#)

**The last day to withdraw without academic accountability is Friday, October 7, 2016.**

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## TENTATIVE COURSE SCHEDULE\*:

Week	Week of:	Lab Topic	Assignments Due
1	Aug 14	<b>Ordering Period:</b> Place order with The Loch Shop for your Labpaq from Hands on Labs (SKU LP-2420-BK-01) or Call 1-866.206.0773 and order directly. The url to access the lappaq is located on D2L News.	1)No Lab Report Due 2)No Discussion Due 3)Syllabus Quiz Due August 25 <sup>th</sup> at 5:00 pm (Quiz is Mandatory or you may be dropped as a No Show)

	Aug 21	<b>Lab 1:</b> Process of Science (Lab Protocol and Lab Report posted in D2L)	1)No Lab Report Due 2)No Discussion Due 3)Syllabus Quiz. Due August 25 <sup>th</sup> at 5:00 pm. (Quiz is Mandatory or you may be dropped as a No Show)
2	Aug 28	<b>Lab 1:</b> Process of Science (Lab Protocol and Lab Report posted in D2L)	1)Lab 1 Report Sheet Due August 30 <sup>th</sup> at 11:59pm 2) Lab 1 Quiz. Due August 30 <sup>th</sup> at 11:59pm 3)Lab 1 Discussion Due August 30 <sup>th</sup> at 11:59pm
3	Sep 4	<b>Lab 2:</b> Microscope Lab (Lab Protocol Located on D2L)	1) No Lab Report Sheet Due 2) Lab 2 Quiz Due September 4 <sup>th</sup> by 11:59pm 3)Lab 2 Discussion Due September 4 <sup>th</sup> by 11:59pm
4	Sep 11	<b>Lab 3:</b> pH of Common Materials (Lab Protocol and Lab Report posted in D2L )	1)Lab 3 Report Sheet Due September 13 <sup>th</sup> by 11:59pm 2) Lab 3 Quiz Due September 13 <sup>th</sup> by 11:59pm 3)Lab 3 Discussion Due September 13 <sup>th</sup> by 11:59pm
5 & 6	Sep 18 & Sep 25	<b>Lab 4 :</b> Cell Membrane and Transport ( Lab Protocol and Lab Report posted in D2L ) Note: This lab is 4 hours long. Extra week is given to complete.	1)Lab 4 Report Sheet Due September 27 <sup>th</sup> by 11:59pm 2) Lab 4 Quiz Due September 27 <sup>th</sup> by 11:59pm 3)Lab 4 Discussion Due September 27 <sup>th</sup> by 11:59pm
7	Oct 2	<b>Lab Practical Midterm Exam (Exam located on D2L covering Lab 1 – Lab 4)</b>	This exam will contain 50 questions. It will be available for 1 hour from September 30 <sup>th</sup> through October 4 <sup>th</sup> . The exam will close at 11:59 pm on

			<p>October 4<sup>th</sup>. No make-up exams will be given.</p> <p>1)No Lab Report Due 2)No Lab Quiz Due 3)No Discussion Due</p>
	Oct 9	<b>Fall Break! No Assignments</b>	<p>1)No Lab Report Due 2)No Lab Quiz Due 3)No Discussion Due</p>
8	Oct 16	<b>Lab 5:</b> Spread of the Contagion (Lab Protocol and Report Sheet located on D2L)	<p>1)Lab 5 Report Sheet Due October 18<sup>th</sup> by 11:59pm 2) Lab 5 Quiz Due October 18<sup>th</sup> by 11:59pm 3)Lab 5 Discussion Due October 18<sup>th</sup> by 11:59pm</p>
8	Oct 23	<b>Lab 6:</b> Plant Photosynthesis (Lab Protocol and Report Sheet located on D2L )	<p>1)Lab 6 Report Sheet Due October 25<sup>th</sup> by 11:59pm 2) Lab 6 Quiz Due October 25<sup>th</sup> by 11:59pm 3)Lab 6 Discussion Due October 25<sup>th</sup> by 11:59pm</p>
9	Oct 30	<b>Lab 7:</b> Mitosis (Lab Protocol and Report Sheet located on D2L)	<p>1)Lab 7 Report Sheet Due November 1<sup>st</sup> by 11:59pm 2) Lab 7 Quiz Due November 1<sup>st</sup> by 11:59pm 3)Lab 7 Discussion Due November 1<sup>st</sup> by 11:59pm</p>
10	Nov 6	<b>Lab 8:</b> DNA Extraction (Lab Protocol and Report Sheet located on D2L )	<p>1)Lab 8 Report Sheet Due November 8<sup>th</sup> by 11:59pm 2) Lab 8 Quiz Due November 8<sup>th</sup> by 11:59pm 3)Lab 8 Discussion Due November 8<sup>th</sup> by 11:59pm</p>
11	Nov 13	<b>Lab 9:</b> Human Genetics ( Lab Protocol and Report Sheet located on D2L)	<p>1)Lab 9 Report Sheet Due November 15<sup>th</sup> by 11:59pm 2) Lab 9 Quiz Due November 15<sup>th</sup> by 11:59pm 3)Lab 9 Discussion Due November 15<sup>th</sup> by 11:59pm</p>

12	Nov 20	<b>Lab Practical Final Exam</b> (Exam located on D2L covering Lab 5 – Lab 9)	This exam will contain 50 questions. It will be available for 1 hour at any time from November 18 <sup>th</sup> through November 22 <sup>nd</sup> . The exam will close at 11:59 pm on November 22 <sup>nd</sup> . No make-up exams will be given. 1)No Lab Report Due 2)No Lab Quiz Due 3) No Discussion Due
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\*This lecture schedule and lecture testing is tentative and may change. Tests may be given the week before or the week after the week listed here--or during the week predicted. Specific test dates will be announced approximately one week in advance in class.

No make-up quizzes or lab report are allowed. Replacement of only **ONE** Lab Report and **ONE** quiz is allowed with a valid excuse. All other missing lab reports/quizzes/discussions will count as a zero.

**Course Policies:**

**University Attendance Policy**[\[i1\]](#)

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

**Course Policies:**

**Missed Assignments**

**Lab Practical Exams:** There will be NO make-up Lab Practicals; instead the Final Lab Practical will count for the Lab Practical Midterm Exam that you miss if the instructor accepts the excuse for the absence (childbirth, incarceration, death in immediate family, hospitalization, unexpected doctor's visit, or court date). No make-up dates for final exam. You must take it online.

**Lab Quizzes & Lab Reports** are given every week. There will be NO make-up quizzes/lab reports. Only ONE quiz/lab report may be excused only with a valid excuse (childbirth, incarceration, death in immediate family, hospitalization, unexpected doctor's visit, or court date). Acceptance of any other excuse is not likely. If you have a valid excuse and submit it to me within 1 week of the missed assignment, the next quiz/lab report will count twice.

If the excuse is not accepted, the missed grade will result in a zero. Routine doctor visits (i.e., annual eye exam, cleaning of teeth, etc.) should not be scheduled during class or quiz or final exam time; they will not be considered excused. If you should miss an online assignment, chances are you will receive a zero for the assignment since ample time is given to complete the assessment. **Missing an assignment because you are taking a vacation, traveling for work, or leaving early for a scheduled break is NOT considered excused absences.**

### **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 a particular topic. 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. Gardner will read the discussions but will not respond to each post.

These discussion posts will be due on Tuesdays by 11:59 PM. The lab reports will be due on Tuesdays by 11:59 PM. The intent of the discussion is to apply the subject matter learned from 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. If you write an original meaningful post by the deadline, you will receive 20 points. Five different posts will result in ONE quiz grade. Late responses are not accepted.

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. 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.

### Classroom Policies

1. **No talking while the instructor or another student is talking.** Students repeatedly violating this policy will be asked to leave the classroom for being disruptive.
2. **Snacks and drink are allowed, within reason.** If you make a mess, you are responsible for cleaning it up.
3. **Visitors are not permitted without the instructor's permission.** Children are not allowed in the classroom at anytime.
4. **Attendance is expected.** You are responsible for obtaining any missed information from other students. This includes information concerning quiz dates, exam dates, etc. Students who do not attend regularly generally do not do well in the course. There are no "excused absences" in this class.
5. **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 penalty will be a zero on the assignment in which the student is cheating and will be asked to leave the class. 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://adminservices.clayton.edu/judicial/>.

**6. 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://as.clayton.edu/DisruptiveClassroomBehavior.htm>

**Common examples of disruptive behavior include, but are not limited to:**

- a. Monopolizing classroom discussions
- b. Failing to respect the rights of other students to express their viewpoints
- c. Talking when the instructors or other students are speaking
- d. Constant questions or interruptions which interfere with the instructor's presentation
- e. Overt inattentiveness (e.g. sleeping or surfing the internet)
- f. Creating excessive noise
- g. Entering the class late or leaving the class early
- h. Use of cell phones or pagers in class
- i. Inordinate or inappropriate demands for time or attention
- j. Poor personal hygiene (e.g. noticeably offensive body odor)
- k. 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:

- a. Use of profanity or pejorative language
- b. Intoxication
- c. Verbal abuse of instructor or other students (e.g. taunting, badgering, intimidation)
- d. Harassment of instructor or other students
- e. Threats to harm oneself or others
- f. 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. 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.

**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.**