

BIOL 1625

College Biology II Laboratory

*2018-2019*

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

## Course Description

***This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to all colleges and universities. Contact the receiving institution for how the credits will be applied.***

**Catalog Description**

Laboratory course to accompany BIOL 1620. Topics covered include animal biology and diversity and plant biology and diversity.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

**Co-Requisite:** BIOL 1620, College Biology II

## Course Objectives or Learning Outcomes

**Lab Schedule:**

**Botany**

**Week Topic \_\_\_\_\_\_ Text Exercise**

August 22-25 Prokaryotes Lab 1- Exercise One

Aug. 29- Sept. 1 Intro to Eukarya, Fungi and Algae Lab 2- Exercises Two & Three

September 5-8 Bryophyta and Monilophyta (quiz)\* Lab 3- Exercise Four

September 12-15 Seed Plant Anatomy Lab 4- Exercise Five

September 19-22 Transpiration Lab 5- Exercise Six

September 26-29 Plant Repro. Flowers & Fruits & **Midterm\*\*** Lab 6- Exercises Seven & Eight

 **Zoology**

**Week Topic Text Exercise**

October 3-6 Protozoa, Porifera and Cnidaria Lab 7- Exercise Ten

October 10-13 Platyhelminthes, Rotifera, and Nematoda Lab 8- Exercise Eleven

October 17-20 No Lab (Fall Break) -------------------

October 24-27 Annelida and Mollusca Lab 9- Exercise Twelve

Oct. 31- Nov. 3 Arthropoda and Echinodermata (quiz)\* Lab 10- Exercise Thirteen

November 7-10 Chordata Lab 11- Exercise Fourteen

November 14-17 Development & **Final Exam\*\*** Lab 12- Exercise Fifteen

November 21-24 No Lab (Thanksgiving Break) -------------------

**\*Quiz:** A quiz WILL be given.

**\*\*Midterm/Final:** A comprehensive midterm or final covering either the botany or zoology portion of the lab **WILL** be given this week. The midterm will cover the first six labs. The final will cover the last six labs. You must be in attendance in order to take the midterm/final. Neither will be dropped and any arrangements to take the midterm/final must be done far enough in advance that the exam can be administered prior to your scheduled exam time. Arrangements will be made at the discretion of the instructor and will be handled on a case by case basis.

**Disclaimer:** The course schedule is to be considered tentative and subject to change. The instructors reserve the right to make changes to the number and types of testing, quizzes, exams, basic requirements, and class assignments. Scoring of assignments and due dates can be adjusted at the instructors’ discretion or as necessary due to unforeseen circumstances. Changes will be announced in class and posted on Canvas.

**Required Text and Materials**

Dr. Larry Gray and Dr. Robert Robbins **Rev 2017**. Bio1625 College Biology II Laboratory Manual

**Department Policies**

**Assessment**

**Student Responsibility:** This course is designed for biology majors. It is up to you to see that the requirements for this course are completed. This syllabus is your guide to those requirements. The text exercises should be read BEFORE class. **Attendance is required in order to turn in a worksheet or take the quiz.** If you cannot attend your lab section consult your instructor to arrange attendance during another section. Other arrangements to makeup missed labs will **NOT** be possible. Attendance of a section for which you are not scheduled must be approved by your instructor and will be handled on a case by case basis at the discretion of the instructor.

**Evaluation:** Each lab will be evaluated with a worksheet, experimental write-up, or a quiz in combination with a worksheet. Each lab is worth 10 points and carries equal weight toward final grading, regardless of whether a quiz is given. If no quiz is given the worksheet or experimental write-up is worth 10 points. If a quiz is given it is worth 5 points, and the worksheet is worth 5 points. The worksheets will serve as your study guide for the quizzes as well as the midterm and final. Two comprehensive exams will be given, one at the end of the botany portion (midterm) and one at the end of the zoology portion (final). Each comprehensive will be worth 40 points and cannot be dropped. In order to take the midterm or final you must be in attendance during labs six and twelve respectively. If you need to make other arrangements to take the midterm or final it must be completed in advance of the day you will miss and will be evaluated on a case by case basis at the instructor’s discretion. **Attendance is required** as all worksheets, experiments, quizzes, and exams will be given and completed during lab time (transpiration write-up may be completed outside of lab). **Worksheets are due at the end of each corresponding lab and will not be accepted late!** The lowest scored lab will be dropped, regardless of whether that particular lab is being graded based on a worksheet, experiment and write-up, or worksheet and quiz.

**Worksheets:** Each week students will be given a worksheet which will need to be completed during lab time and handed in at the end of lab. Worksheets will consist mainly of drawing what is seen under the microscope as well as classifying and labeling specimens. There may also be short answer questions.

\*If you are more than 5 minutes late on two or more occasions it will count as your dropped lab (you no longer get to drop your lowest lab score).

**Grading:** 11 Worksheets/Quizzes totaling 10 points per lab 110 points

\*Drop any one

 1 Write-up 10 points 10 points

 Midterm 40 points

 Final 40 points

**Total** (drop lowest lab score) **190 points**

**Grading Scale**

(minimum % for each grade)

A 94 A- 90 B+ 87 B 83 B- 80 C+ 77 C 73 C- 70 D+ 67 D 63 D- 60

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college.  Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense.  A second offense can result in failing the course and will entail being reported to Student Advising.  Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source.   Additional information on this topic is published in the student handbook and is available on the UVU website.

### **Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code

5.4.4 Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

 d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

### **Students with Disabilities**

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](https://owa.uvu.edu/owa/redir.aspx?C=r3xUa4y2bkalWljgIj1VXM3KzYlusNIIESMqIpkF5USfG-H3cUMstYl8DNScKc_quB49PvOQ-l0.&URL=mailto%3anicole.hemmingsen%40uvu.edu) or text 385-208-2677.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Attendance**

Attendance in this class is not mandatory due to the different learning preferences with each student. However, class will be held according to the schedule on the top of this syllabus. Chapters will be covered in class as listed in the semester schedule below. Class will consist of chapter reviews, discussion and group activities.

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

* 1. Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

### **Dropping the Class**

### \_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade.

Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.