

**SPRING 2017**

**Syllabus**

**Head TA:** Catalina Mantilla

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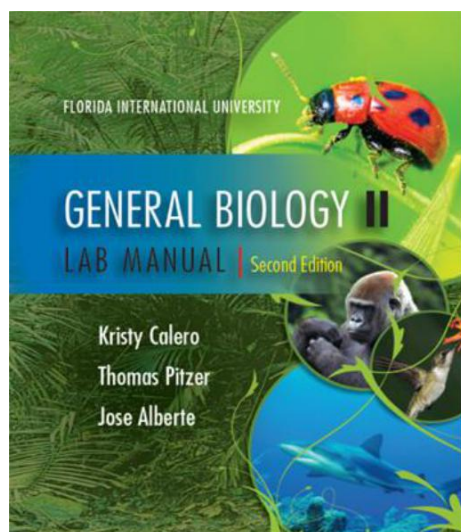
**Office:** AHC1-217A

**Office Hours:** By appointment

**Course Objective:** In cooperation with the class lecture, to ensure all students acquire knowledge of organismal biology, evolutionary relationships among taxa, as well as their ecological importance. In the lab you will observe the anatomical and developmental form and function of all the kingdoms.

**Required Text:**

Students will be required to purchase the following text:



<b>Title:</b> General Biology II Lab Manual
<b>Authors:</b> Kristy Calero, Thomas Pitzer, Jose Alberte
<b>ISBN:</b> 9781259158858
<b>Edition:</b> 2 <sup>nd</sup>
<b>Where to purchase:</b> 1. MMC bookstore for \$78.55 2. McGraw Hill Website for \$55 by clicking on the link below <a href="#">General Biology II Lab Manual</a>

**Optional Text:**

1. Raven PH, Johnson GB, Losos JB, Mason KA, Singer SR. Biology 10<sup>th</sup> edition. (2013). McGraw-Hill: New York, NY. **(Not required to bring to lab each week)**

**Reading Assignments:** You are required to read each week's lab before the lab period. This is essential for you to fully understand the procedures and to be able to complete the tasks and answer the questions for each assignment. **Weekly quizzes will be based on the assigned readings and the previous lab material.**

**Required Lab Supplies:** The following supplies are available at the FIU MMC Bookstore and are **mandatory** for admission to the lab:

1. Lab coat (**Long sleeve shirts are NOT acceptable**)
2. Lab goggles/glasses
3. Closed-toe shoes
4. Lab Manual

**\* You will NOT be allowed in the lab (even to take the quiz) unless you are wearing your lab coat and close-toed shoes\***

### **Shoe apparel:**

You must wear closed-toe shoes in every lab. Keep in mind this is for YOUR SAFETY in lab. You should wear shoes that cover your entire foot and avoid cloth-based shoes. You cannot wear Crocs to lab – no exceptions.

### **Grading Breakdown:**

**A = 90-100; B = 80- 89; C = 70-79; D = 60-69; F = 0- 59**

All grades are based on a 100 point scale (90% = A, 80% = B, 70% = C, etc.). We do not give +'s or -'s.

### **There will be NO curve and grades will NOT be posted.**

The grades will be broken down into:

- **Quizzes: 35%**
- **Practical Exams (Midterm 15%, Final Exam 15%): 30%**
- **Notebook: 10%**
- **Literature review: 20%**
- **Cooperative Learning Skills/Group Participation: 5%**
- **Total = 100%**

**Quizzes:** There will be a quiz **every week** at the beginning of each lab. The material will cover the previous lab, as well as information for that day's lab. If you miss a lab due to an unexcused absence, you will receive a zero on your quiz. An excused absence is a death in the family or a documented illness for the day of the absence. You will also receive a zero if you arrive to the lab after the quiz has been handed out and finished by the entire class. **There will be no make-up quizzes given for unexcused absences. The lowest quiz grade will be dropped.**

**Proof of excused absences must be provided to the Head TA (Catalina Mantilla) within a week of the missed lab otherwise the absence will be considered unexcused and will automatically count as the quiz grade to be dropped. You will only be allowed one excused absence per semester due to an extreme/emergency situation! Read further below for more information on the absence policy.**

**Notebook:** You will be required to answer the questions in your lab manual. It will count for 10% of your overall grade. You will alternate who is the "recorder" each week. **They will be graded the week after you have completed the lab.** However, if you are absent and it's excused but do not make up the entire lab, you will receive a "0" for that week's notebook grade. If your absence is excused and you make up the entire lab then you will be able to receive credit for your lab notebook for that week. If you have an unexcused absence, you will receive a "0" for that week's lab notebook grade. **Your lowest notebook grade will be dropped.**

**Practical Exams:** There will be a midterm and a final practical exam on the dates listed on the schedule. Due to the nature of the laboratory practical exams, you will also receive a grade of **0** if you are late. **There will be no make-up exams given.**

**Literature review:** You will be required to write a **FIVE** page, double-spaced, literature review comparing two organisms across a particular body system, environmental effects/requirements, body plan, behavior,

physical characteristics, homeostasis, developmental mechanisms or levels of organization along with pertinent background information on the organisms chosen. More information on the requirements for the Literature Review can be found on the biology lab website. Check the lab Blackboard site on how to find journal articles and more information regarding the literature review. This review accounts for 20% of the final grade. Review topics are due the **week of January 30<sup>th</sup>** (during your lab), while the outline is due the **week of March 6<sup>th</sup>** (during your lab and to [www.turnitin.com](http://www.turnitin.com)) and the final draft of the paper is due the **week of April 10<sup>th</sup>** (during your lab and to [www.turnitin.com](http://www.turnitin.com)). **Late assignments will be penalized 10% per day including Saturday and Sunday.**

**Group Cooperation & Group Effort:** You will be working in groups during the semester. You will be graded on your ability to function as a group in performing the lab tasks. These labs are structured such that each member of every 4-person group has a role and a function. It is therefore important that each person perform their roles and cooperate fully with the group in order for each member of the group to learn the material and do well in the course. **Each group member will be graded individually. You must fully participate within your group to get full credit for this portion of your grade.**

- You will be working in groups of four.
- Each group will be assigned various tasks that must be completed during the lab period. You must work together to complete one task before moving onto the next one. Your TA will evaluate the group after each task to determine that each group member understands the information.
- Each person will be evaluated and will receive a Group Grade based on their ability to work within the group. Did the group finish the tasks? Did all members of the group work together to make sure that everyone understood the material? Were there negative comments by group members? These are the kinds of questions that will shape your evaluation.

**Dissections:** In the General Biology II Laboratory, dissections are an essential part of the learning process and are therefore **required** given that this is a science major's course. Everyone in each group is required to participate in the dissections each week. If you have an objection to dissecting then you should take another course that doesn't require dissections. There are no alternate assignments that can be given. Some organisms will be dissected for more than one week therefore they must be stored as instructed by your TA. However, once you are finished with the organisms, they must be discarded in the Biohazard bags provided.

**Preserve Walk:** If you are registered in a lab that begins after 5pm (U06, U10, U14, U18, U22, U26, U30, U34), you will need to make up Exercise 4 Preserve Walk (week of February 6<sup>th</sup>) in another section that occurs during the day. Students cannot go on the walk at night so they must make up the lab in a day-time lab. Registration for a makeup for that lab will be done before then so that you can make alternate arrangements in advance.

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### **Policies:**

- Although e-mail is a great form of communication, if for some reason you cannot get a hold of your TA via e-mail you must try other means of contacting him/her. You can visit them during their office hours, call their office (if they have one) or if you cannot get a hold of them, contact the Head TA. You should in NO way assume that an assignment is not due just because you haven't heard back from your TA. All due dates are posted on the schedule, so there are NO exceptions!!
- **Instructor Meeting:** Students should meet with their instructor during the first two weeks of lab. These meetings serve to discuss the student's initial assessment, instructor expectations, and any concerns. You should always feel free to stop by during your instructor's office hours any week to discuss any problems you may be having. Your instructor is more than willing to help students that want to do well in this lab. Please take advantage of their office hours and make appointments to see them.

- **You will follow all policies as stated in the university handbook. Failure to do so will result in dismissal from the class and the course.** If you are not familiar with these policies and/or have never read them, I strongly encourage you to do so.
- **Attendance is mandatory!** You must be registered for the section that you plan on attending and you must attend ALL of the labs. Excused absences are either a **death in your immediate family** or you are in **the hospital (proof required, e.g. doctor's note) for the entire week** (keeping you from making up the lab by taking it another day that week). If this is going to be a problem for you, you need to drop this course now. Attendance is checked at the beginning and end of class. In other words, if you weren't there for it all, you weren't there at all – and your quiz grade will count as a 0 - thus, plan to be in lab for the entire class each week. We will always have more than enough to do in the time provided. Do **NOT** schedule doctors/dentist appointments and/or trips during class time. If you decide to stop coming to lab, you must drop yourself from the lab. We cannot drop you from the lab. Also, if you have an unexcused absence for any lab you will receive a "0" for that week's notebook and group participation grade. Any student who does not show up for two consecutive labs without contacting their TA (or someone who can forward information to the TA) cannot continue taking the lab. The biology lab experience is not the same as a lecture. The practical experience itself is a necessary component of a balanced science education. Because labs cannot be "made-up", missing two consecutive labs without contingencies defeats the purpose of laboratory program.
- **Absences: Whether the absence is excused or unexcused, it is your responsibility to notify your instructor via email ASAP.**

**Unexcused absence:** An unexcused absence will always result in a zero for the quiz and notebook for the lab missed. No exceptions!

**Excused absence:** Excused absences include such things as death in your immediate family or extreme illness. Other examples of excused absences can be found in the student handbook. Proof is **ALWAYS** required within a week of your absence. Examples of proof include death certificates and doctor's notes. You are expected to make up the lab in another section that week. **You must e-mail your instructor and the Head TA, Catalina Mantilla ([dmant010@fiu.edu](mailto:dmant010@fiu.edu)) to coordinate making up the ENTIRE lab in another section and taking the missed quiz.** You CANNOT attend another lab without an authorization make-up form from the Head TA. If you are not able to make up the lab, you will not receive notebook points but you are able to make up the missed quiz within a week from the missed lab. **If you do not make up the quiz within a week, you will receive a zero. Make-up labs may be done only ONCE during the semester!**

**Literature Topic/Outline/Review: If you happen to absent on the day that your Literature Topic, Outline or Review is due, it is YOUR responsibility to submit your work to your TA on the day of the due date or it will be marked as late. You can drop off the assignment at their office or send it to them via e-mail and then hand them a hard copy when you return.**

- **Religious holidays:** A student must notify their TA and the Head TA (Catalina Mantilla) **at the beginning of the semester** that he/she wishes to observe a religious holy day but will be held responsible for the material that was missed.
- **Disability Services:** Students with disabilities who may need accommodations for this class are required to notify the instructor and contact the Disability Resource Center (DRC) early in the semester so that reasonable accommodations may be implemented as soon as possible. We cannot make accommodations without the direct instruction of the DRC. The Disability Resource Center offers a

wide variety of legally mandated services to students with documented disabilities. After reviewing your documentation, a Disability Specialist will determine appropriate academic services and accommodations, depending on your functional limitations in the academic setting. **You will then be responsible for requesting accommodations in a timely manner and for following DRC policies and procedures for accessing accommodations.**

- **Tardiness:** Labs will start **ON TIME** each week, and the quiz will follow directly thereafter. **If you arrive after the quiz has been completed, you will receive a zero for the quiz.**
- **All labs will run until ALL groups are finished.** Groups that finish early will work as helpers to those students that require help, or complete homework, and/or work on completing assignments due the next lab. No-one is permitted to leave the lab early.
- No “incompletes” will be issued.
- **Late assignments will be penalized 10% per day.** If an assignment is late, it must be given directly to your TA (**DO NOT** drop in boxes outside your TAs office or in your TA's mailbox) or can be turned in to either Catalina Mantilla (AHC1-217A) or to Thomas Pitzer (OE-273) but must be signed and dated (along with the time the assignment was handed in) by the person to whom you are turning it in to. You will also need to e-mail your TA (if handing your late assignment in to someone other than your TA) to inform him/her of the date and time when your assignment was handed in along with the person's name to whom it was given to and to confirm that he/she received your assignment.
- **Literature reviews are late if the hard copy is not given to your TA during the lab AND if the electronic copy is not submitted to [www.turnitin.com](http://www.turnitin.com) by 11:59 pm the night of your lab, or at the specific time your TA specified.**
- Cheating: Cheating is unacceptable and will **NOT** be tolerated and will be reported to University Officials. See the Student Handbook regarding the FIU policies. Also, note that:
  - if you are caught cheating on a quiz, you will receive a "0"
  - if you are caught cheating on a practical exam, you will get an "F" for the course.
- **Plagiarism:** Plagiarizing is NOT acceptable! Your TA will introduce you to it and how to avoid it in your papers this semester. Please take note of what your TA tells you because failure to do so will result in getting an “F” for the paper with serious considerations to dismissal from the course and possibly the university. Turnitin.com is sensitive to any level of Plagiarism and if you submit something that you have plagiarized the program will find it. Do not copy anything directly from a web page. This is a serious offense and will be reported to the Dean. **You CANNOT RE-SUBMIT a paper used for another class.** If you are taking the lab for a second time and want to use some of your paper that you used the first time you must properly cite it AND cite yourself because turnitin.com will find the paper you submitted the first time. To avoid plagiarizing you must cite every idea or piece of information that is not your own or “common knowledge.” You must write all information in your own words. Please be sure to talk to your TA if you are unsure whether you have plagiarized and how to cite references. For more information please check the Plagiarism Policy document on our website.
- **Extra Credit:** If each member within a given group receives at least 90% on each of their quizzes, all members of that group will receive 5 extra points on their quiz for that week. This semester we will also hold Fairchild Tropical Botanic Garden tours where students who participate in the tour and complete the assignment and survey can earn up to 15 points added to one of their quiz grades. Space



will be limited for these tours so it will be based on first come, first serve. Signup will be available online and an email will be sent out when ready. Guidelines will be posted on Blackboard with more information on these tours. **These are the only forms of extra credit in the lab.**

- **Safety:** Laboratory safety equipment (goggles, lab coat, closed-toe shoes, and proper attire) will be required for admission to the lab. You must have all of this equipment starting the second lab. **If you do not have your equipment you will not be allowed into the Lab, you will receive a "0" for the quiz and the lab work cannot be made up. Come prepared!**
- **Each lab group will be responsible for cleaning up after themselves after each lab.** There will be 10 minutes allowed at the end of each lab for the cleanup of glassware, lab counter tops, sinks, and all other materials used – group participation points will be lost from all group members if their bench is not cleaned at the end of lab.
- No food or drinks are allowed in the lab. **NO EXCEPTIONS!!**

• **DO NOT CONSUME ANYTHING THAT IS USED IN LAB AT ANY POINT!!!!!!**

- **Electronics:** Laptops, ipods, ipads, and cellular phones must be **TURNED OFF** during the lab period. **TEXTING DURING THE LAB IS NOT ALLOWED.** One warning by the instructor will be given to students caught using these electronic devices. After the warning, additional use of the electronic device will result in point deduction from the student's quiz. The amount of points deducted is left up to the instructor's discretion.
- Please respect your lab partners and act professionally in the lab. You will be held responsible for your actions.
- **Class Communication:** Although FIU is a culturally diverse campus, the University conducts all lectures and labs in English. We will observe this practice in lab, and all conversations must be in English.
- Do **NOT** talk during the lecture as you will miss important points and will disturb your fellow classmates. If your TA has to ask you more than twice to remain quiet, you may be asked to leave the room and will **NOT** be allowed to make up the lab during another lab section.
- You are required to get a **FIU** email account ASAP.
- If you break and/or deface any laboratory equipment of value you must pay for the cost in full.

**Your TA is more than willing to help those students that want to do well in this lab. Please take advantage of his/her office hours and make appointments to see him/her. You can easily contact each lab instructor via their email addresses which are readily available on this website by clicking on the E-mail Your Instructor link.**

**Remember, your TA only records the grades that you earn!!!!!!**

**\*\*\*Syllabus Subject To Change\*\*\***