

Course Syllabus

Instructor: Sue Ellen Gleaves

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Office Hours: Mondays and Tuesdays, 11:00-11:45 pm

Office: N253

Lab Workbook: *World of Biology 1020 Laboratory Workbook, 5th ed.* by Stevens and Fleming. Bring this text to lab each week.

Course Description: This course is intended to provide student with laboratory experience in various biological concepts. We will explore topics covered in BIOL 1010 with the added benefit of performing some of the experiments discussed in lecture. However, this class is graded separately from BIOL 1010.

Objectives: After completing this course you should be able to: demonstrate you ability to think as a biologist; speak/write coherently about biology with biologists and non-biologists alike.

Class Participation: You should arrive to class on time and ready to learn. Assignments are due at the start of class. You will work frequently in small groups and sometimes present your ideas to the entire class. Be honest, hold yourself accountable for your actions, and hold me accountable for mine. In addition, evolution and natural selection are central tenets of biology and will be critical aspects to this course, openly discussed and referred to frequently.

Lab Schedule: (Subject to change)

Date	Lab Topic		Date	Lab Topic
28 January	Attendance, Safety		25 March	Evolution
4 February	Nature of Science		1 April	Plant Adaptations
11 February	Cells, Microscopes		8 April	Animal Adaptations
18 February	Transport		15 April	Populations
25 February	Metabolism		24 April	SPRING BREAK
4 March	Mitosis		29 April	Ecology
11 March	Genetics		6 May	Final Exam
18 March	Phylogenetic Trees			

Grading: Your grades will be based upon points earned for laboratory write-ups, quizzes, participation, and an optional comprehensive final. Grades are based on the percentage of points earned.

Assignment	Points
12 quizzes at 10 points each (lowest dropped)	110
5 lab write-ups at 20 points each	100
7 lab write-ups at 5 points each (not graded)	35
Optional comprehensive final exam	30
Total Points	245 or 275

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Credit/No Credit Option	
70-100%	Credit
Below 70%	No Credit

February 21, 2014 is the last opportunity to change your grading option to credit/no credit or to drop the class. This is your responsibility to submit the grade change form to Admissions and Records by 5:00 pm that day. Consult your advisor before making your decision. I will not change grades once they have been submitted.

Quizzes: A quiz will be administered at the beginning of each class period. Quizzes will be based on questions from the previous lab write-up as well as the required reading for that day's scheduled lab exercise. **Quizzes will begin promptly at 8:00 am.** If you are late you will have less time to complete the quiz so arriving to class on time is very important. If you arrive after a quiz has been collected you will not be able to take that quiz.

Lab Write-Ups: A lab write-up will be turned in for every lab and each is due by the start of class (8:00 am) at the next meeting. The write-up sheets in the lab manual are sufficient for the majority of lab write-ups. Grades are based on completing all questions, data collection, and careful presentation of graphs/diagrams. All graphs must be done with Excel or Numbers. No photocopies of lab write-ups will be accepted. **I will grade only five (5) lab write-ups over the term** and I will not tell you in advance which these will be so your best strategy is to turn in all lab write-ups on time. Labs not graded will be checked and, if complete, will earn five (5) points.

Cheating and Plagiarism: There is zero tolerance for cheating and plagiarism. Your work should reflect your own effort and words. Any verified instance of cheating and/or plagiarism will be reported to the appropriate student disciplinary committee for review.

Accommodations: Audio and/or visual recording/pictures during class hours is not permitted. Students with documented disabilities should seek special accommodations for all classes through the DRS office on campus. If I receive documentation from DRS that lists recording lectures as an acceptable accommodation then you may record my lectures.

Lab Policies and Procedures:

1. Lab safety is always first priority!
2. You can only earn points for lab write-ups and quizzes if you attend lab. It will be impossible to pass this course without regular attendance.
3. Because lab set-ups change from class to class, it is not possible to make up missed laboratories. Unexcused absences will result in no points for lab write-ups and quizzes.
4. Each student must turn in his/her own write-up for each laboratory. Do not simply write the same answers as your lab partner.
5. Duplicate answers on multiple students' assignment will be given no credit. Synthesize results and put your answers in your own words. Write-ups will be graded based on completeness, accuracy, and legibility.
6. Microscopes are expensive and must be handled and stored properly. Irresponsible behavior with microscopes may result in a five (5) point deduction on your lab write-up for that lab.
7. Food and drinks are not permitted in the lab at any time.
8. Turn off cell phones during lab. If I see repeated use of cell phones, you will be asked to leave the lab and not receive credit for the lab write-up that day.
9. Closed-toe shoes are required. Anyone with open-toed shoes will not be permitted in the lab and risks losing points for the quiz and lab write-up on that day.
10. Keep the lab as clean as possible. Others have to use it also.