Human Biology Lab Syllabus and Policy
Spring 2016
Bio 123.020, Bio 123.021, and Bio 123.022

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* All contact via e-mail should be professional in manner with proper punctuation and grammar. Your name and your lab section should be included in the body of any email correspondence. E-mails sent in an unacceptable format will not be answered.
* Do not contact me through D2L, I will not respond. Only use my SFA email (sullivanjb@sfasu.edu).

Phone: (936) 468-5987
Office: S108
Office Hours: M 9:00 A.M. - 10:00 A.M., W 9:00 A.M. - 11:00 A.M., R 9:00 A.M. - 12:00 P.M., or by appointment.

Class Meeting Time & Place:
- Bio 123.020 W 4:00-5:50 S109
- Bio 123.021 R 12:30-2:20 S109
- Bio 123.022 R 3:00-4:50 S109

Lab Text: There is no required text for this course, handouts will be provided that will need to be printed by the student and brought to lab.

Course Description: Human Biology Laboratory. One semester hour, 2 hours laboratory per week. Hands on experiments in the microscope, human anatomy & physiology, genetics, and evolution. Co-requisite BIO 123. Required lab fee.

Pre-requisites: None

Co-requisite: BIO 123 Lecture

Program Learning Outcomes: There are no specific program learning outcomes for the major addressed in this course. It is a general education core curriculum course and / or a service course.

General Education Core Curriculum Objectives / Outcomes:

- **Core Objective 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. (SLO’s 2 – 6)
- **Core Objective 2. Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication. (SLO – 5)
- **Core Objective 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. (SLO – 3)
- **Core Objective 4. Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. (SLO - 6)

Student Learning Outcomes:

- **SLO – 1:** Demonstrate an understanding of the scientific process by designing experiments that address a testable hypothesis (CO #1)
- **SLO – 2:** An understanding of the basic human organ systems, including their anatomy and physiology, their control, and their function in the whole organism context (CO #1)
- **SLO – 3:** Use quantitative reasoning to interpret and draw conclusions from data collected during laboratory exercises and supplemental readings in lecture (CO #1 & #3)
- **SLO – 4:** An understanding of how humans interact with and impact the ecosystem (CO #1)
• SLO – 5: Be able to present collected scientific data in a meaningful and clear fashion, in both written and oral form (CO #1 & #2)

• SLO – 6: Demonstrate the skills necessary to function as a contributing team member in order to collect and present scientific data (CO #1, #2, & #4)

Determination of Lab Grade:

1. Participation: Participation will be evaluated during each lab activity. You will get full credit for participation as long as you work with your group to complete the activity in a reasonable amount of time. Points will be deducted if you fail to complete activities, distract your classmates, show up late to lab, leave lab early, are absent for any reason, or fail to obey the lab rules. See posted lab rules for list of deductions.

2. Quizzes: Quizzes will consist of questions from the previous section of each lab exercise as well as material from the current week’s lab. Questions will be multiple choice and matching in nature. I reserve the right to change the format of the quizzes during the semester. Missing a quiz, being absent, showing up late or leaving lab early will result in a zero for that week’s quiz.

The lab portion of your grade is determined by earning 90%, 80%, 70% and 60% of the available points for the associated traditional letter grade. The lecture portion makes up 2/3rds of your course grade with the lab portion making up the remaining 1/3rd.

A single grade, assigned to both the lecture (BIO 123) and laboratory (BIO 123L) will be determined by combining your lecture grade and laboratory grade using the following formula:

\[
\text{Biology 123 course grade} = \frac{(2 \times \text{Bio 123 lecture grade}) + (\text{Bio 123 lab grade})}{3} \times 100
\]

The following weights will be used to calculate the lab grade:

- Participation: 100 points
- Quizzes: 200 points (10 quizzes x 20 points each)
- Total of 300 points

Attendance Policy:

Attendance will be taken at the beginning of every lab meeting. Failure to attend lab, arriving late to lab, or leaving lab early will result in the reduction of your participation grade and zeroes on any daily work or assigned material. You must have an excused absence to make up any assignment. If you have an excused absence you may make up your missed assignments before the next class meeting. Attendance points will be returned to you, after the missed lab has been made up. Excused absences include:

- Sickness - If you are sick you must notify me through email within 24 hours of your lab or recitation, as well as, provide a doctor’s note upon return. If you do not contact me within 24 hours of your lab you will not be allowed to make up the assignment.
- Family emergency or death - If there is a family emergency or death in the family you will need to contact the Office of Student Rights and Responsibilities ((room) 315 Rusk Building, (telephone) 936-
468-2703) and request an absence notification be sent to your instructors. The Office of Student Rights
and Responsibilities will notify all your instructors of your absence.

- **School function** - If you will be absent due to a school related function you need to notify me at least 24
hours in advance and provide a signed note from the facility member in charge of the function.

**Acceptable Student Behavior:**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other
students to learn from the instructional program (see the Student Conduct Code, policy D-34.1,
http://www.sfasu.edu/policies/student_conduct_code.asp). Unacceptable or disruptive behavior will not be
tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to
judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic,
classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is
appropriate/inappropriate in the classroom. **If you are asked to leave, you must schedule a time to meet with
me before you are allowed to attend another lab.** Students who do not attend class regularly or who perform
poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with
recommendations for resources or other assistance that is available to help SFA students succeed.

**Academic Integrity (A-9.1):**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic
integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by
university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or
attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the
falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or
attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of
another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were
one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been
purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or
ideas of an author into one's paper without giving the author due credit.

**Withheld Grades Semester Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a
grade of WH will be assigned only if the student cannot complete the course work because of unavoidable
circumstances. Students must complete the work within one calendar year from the end of the semester in which
they receive a WH, or the grade automatically becomes an F. If students register for the same course in future
terms the WH will automatically become an F and will be counted as a repeated course for the purpose of
computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities
must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-
1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline
the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay
your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).
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<thead>
<tr>
<th>Week</th>
<th>Lab</th>
<th>Text</th>
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<tbody>
<tr>
<td>1</td>
<td>(Jan. 18 – Jan. 22)</td>
<td><strong>NO LAB</strong></td>
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<tr>
<td>2</td>
<td>(Jan. 25 – Jan. 29)</td>
<td>Introduction and The Microscope</td>
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<td>3</td>
<td>(Feb. 1 – Feb. 5)</td>
<td>Scientific Method/Orientations to the Human Body</td>
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<td>4</td>
<td>(Feb. 8 – Feb. 12)</td>
<td>The Anatomy and Diversity of Cells</td>
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<td>5</td>
<td>(Feb. 15 – Feb. 19)</td>
<td>Tissues</td>
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<td>6</td>
<td>(Feb. 22 – Feb. 26)</td>
<td>Skeletal System/Muscular System</td>
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<td>7</td>
<td>(Feb. 29 – Mar. 4)</td>
<td>Nervous System</td>
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<td>8</td>
<td>(Mar. 7 – Mar. 11)</td>
<td>The Senses</td>
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<td>9</td>
<td>(Mar. 14 – Mar. 18)</td>
<td><strong>SPRING BREAK – NO LAB</strong></td>
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<td>10</td>
<td>(Mar. 21 – Mar. 25)</td>
<td><strong>EASTER HOLIDAY – NO LAB</strong></td>
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<td>11</td>
<td>(Mar. 28 – Apr. 1)</td>
<td>Blood/ Heart and Blood Vessels</td>
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<td>12</td>
<td>(Apr. 4 – Apr. 8)</td>
<td>Respiratory System</td>
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<td>13</td>
<td>(Apr. 11 – Apr. 15)</td>
<td>Digestive System</td>
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<td>14</td>
<td>(Apr. 18 – Apr. 22)</td>
<td>Urinary System/Reproductive System</td>
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<td>15</td>
<td>(Apr. 25 – Apr. 29)</td>
<td>Genetics</td>
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<td>16</td>
<td>(May 2 – May 6)</td>
<td>Evolution</td>
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<td>17</td>
<td>(May 9 – May 13)</td>
<td><strong>FINAL EXAMS – NO LAB!!!!</strong></td>
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