

Course Syllabus, Vernal Semester 2012 C.E. (Last updated 08 January 2015 C.E.)

BIO182: General Biology for Biology Majors II Laboratory

Section Number 13032

14 January - 29 April 2015 C.E.

Laboratory: W 18:30-21:15 CLCC353

Course Description:

BIO182 Laboratory is designed to give students a survey of the basic theories of the discipline and the relationship between structure and function in living organisms at the molecular, cellular, organismal and population levels. This course is designed to be taken as the second of a two-semester series. The first semester (BIO181) should be taken before this course.

Instructor Information:

Dr. Ty C.M. Hoffman

ty@asu.edu

Office Hours: FAB N181E, T 13:35 - 14:35; W 13:05 - 14:05

Course Website:

As stated on Blackboard, you will be using my own (non-Blackboard) website. The URL for the general site is:

<http://www.public.asu.edu/~thoffman>

From that site, you can find the link to your specific section. Be sure to bookmark the site. You are REQUIRED to check the website daily, even if nothing changes. The website includes (or will include) various resources to help you succeed. It is also where official announcements will be posted (whether I make those announcements in class or not). Failure to notice an announcement posted on the website will not be a valid excuse, so check the website frequently.

Required Materials

Biology Laboratory Manual, 10th edition (2014), Vodopich & Moore. ISBN 0073532258

Writing Papers in the Biological Sciences, 4th edition (2006), McMillan. ISBN 0312649711

Laboratory goggles and closed-toed shoes

Attendance:

You are required to attend every laboratory session. I do not grant you any points simply for attending, but you will certainly lose points for not attending. I also expect you to appear in the laboratory early enough so that you are completely ready to begin taking a quiz at the scheduled beginning of class. Tardiness is rude and disruptive, and it will result in loss of points or forfeiture of the right to take that session's quiz. If you are unable to make it to class on time, then you have enrolled in the wrong section, and you should withdraw.

Tentative Schedule of Laboratory Exercises:

Week	Date	Laboratory Exercise Topic	Exercise in Manual (or other)
01	14 Jan	Introduction; Safety; Review of Mendelian Genetics	PDF on website
02	21 Jan	Evolutionary Genetics: PCR and the Alu insert	PDF on website; Hardy-Weinberg problem set (due 04 February)
03	28 Jan	Evolutionary Genetics: PCR and the Alu insert	PDF on website
04	04 Feb	Scientific Method: Library Research	Exs. 1, 51
05	11 Feb	Scientific Method: Design and Conduct an Experiment	Exs. 1, 51; Paper (due 04 March)
06	18 Feb	Bacteria and Protists	Exs. 24, 25, 26
07	25 Feb	Plant Diversity 1: Nonflowering Plants	Exs. 28, 29, 30
08	04 Mar	Plant Diversity 2: Flowering Plants	Exs. 31, 32;
09	11 Mar	Vernal Hiatus (no meeting)	
10	18 Mar	Fungal Diversity	Exs. 26.8, 27
11	25 Mar	Laboratory Practicum I (bacteria, protists, plants and fungi)	
12	01 Apr	Invertebrate Diversity and Structure I	Exs. 36, 37, 38
13	08 Mar	Invertebrate Diversity and Structure II; Vertebrate Diversity	Exs. 39, 40
14	15 Apr	Vertebrate Structure: Dissection of Rat	Exs. 42, 47, 48
15	22 Apr	Hominid Skull Evolution	Ex. 19; PDF on website
16	29 Apr	Laboratory Practicum II (animals)	

Disclaimer:

Course content and point allocation may vary from this outline to meet the needs of this particular group.

Point Distribution:

The laboratory portion of BIO182 constitutes 35% of your overall grade for the course. That 35% is subdivided as follows:

Laboratory Practica: 30% of laboratory score; 10.5% of overall grade

Laboratory Quizzes: 25% of laboratory score; 8.75% of overall grade

Laboratory Exercises: 10% of laboratory score; 3.5% of overall grade

Laboratory Report: 30% of laboratory score; 10.5% of overall grade

Hardy-Weinberg Problem Set: 5% of laboratory score; 1.75% of overall grade

You should expect a laboratory quiz to be assigned **promptly at the scheduled start time** for each session, starting with the second session. Each quiz will include some questions that treat the previous session's information and some questions that will require you to know what you will be doing during that current session. If you arrive late (at all) to the laboratory, you will lose points for the quiz.

Rules Consent Form:

You will receive no credit for any portion of this course until you submit the electronic Rules Consent Form via the course website. I cannot overstate the importance of carefully reading, understanding, and obeying the form. **Casually signing the form without fully understanding its content can easily result in a score of zero, and that happens every term. I do not want you to be yet another student who finds that out the hard way.**



Course/Instructor Evaluation

The course/instructor evaluation for this course will be conducted online 7-10 days before the last official day of classes of each semester or summer session. Your response(s) to the course/instructor are anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is critical. About two weeks before the class finishes, watch for an e-mail with "**NCIAS Course/Instructor Evaluation**" in the subject heading. The email will be sent to your official ASU e-mail address.

Withdrawals: The instructor will **NOT** withdraw students for any reason. Specifically, students should be aware that non-attendance will **NOT** automatically result in their being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the semester, they should not presume that they are no longer registered. **It is the student's responsibility to be aware of their registration status.**

Please note the following dates:

Session Date & Deadlines	Session A (7.5 Week Session) Jan 12 – Mar 3, 2015	Session B (7.5 Week Session) Mar 16 – May 1, 2015	Session C (15 Week Session) Jan 12 – May 1, 2015
Classes Begin	January 12, 2015	March 16, 2015	January 12, 2015
Drop/Add Deadline (w/out College approval)	January 13, 2015	March 17, 2015	January 18, 2015
Tuition & Fees 100% Refund Deadline	January 18, 2015	March 22, 2015	January 25, 2015
Martin Luther King Holiday Observed – University Closed	January 19, 2015		
Course Withdrawal Deadline	January 30, 2015	April 3, 2015	April 5, 2015
Complete Session Withdrawal Deadline *	March 3, 2015	May 1, 2015	May 1, 2015
Deadline to Apply for Graduation	February 16, 2015		
Spring Break – Classes Excused	March 8 – 15, 2015		
Classes End/Last Day to Process transactions	March 3, 2015	May 1, 2015	May 1, 2015
Final Exams	Last day of classes	Last day of classes	May 4-9, 2015
Final Grades Due	March 6, 2015	May 4-11, 2015	May 4-11, 2015
Commencement Ceremony (Graduate & Undergraduate)	May 11, 2015		

Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and you will receive a grade based on your work completed.

*As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to work with a Student



Retention Coordinator to facilitate the withdrawal process. Please refer to <http://students.asu.edu/StudentRetention>

For additional information about ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact Registration Services or your academic counselor.

Students are responsible for their registration status!

The Grade of Incomplete: A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents a student who is doing acceptable work from completing a small percentage of the course requirements at the end of the semester. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship.** Changes in work hours, child-care emergencies, or other similar personal problems will not be approved as reasons for awarding incompletes. The Director of the School of Mathematical and Natural Sciences must approve all incomplete grade requests.

Reasonable Accommodations for Students with Disabilities: The Disability Resource Center (DRC) provides information and services to students with any documented disability who are attending ASU West. Individualized program strategies and recommendations are available for each student as well as current information regarding community resources. Students also may have access to specialized equipment and supportive services and should contact the instructor for accommodations that are necessary for course completion.

Academic Integrity and Code of Conduct:

As defined in the *ASU Student Academic Integrity Policy*: <http://provost.asu.edu/academicintegrity>.

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. A student may be found to have violated this obligation and to have engaged in academic dishonesty if during or in connection with any academic evaluation, he or she:

- Engages in any form of academic deceit;
- Refers to materials or sources or employs devices (e.g., audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- Acts as a substitute for another person in any academic evaluation;
- Uses a substitute in any academic evaluation;
- Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor;
- Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- Engages in plagiarism;
- Permits his or her work to be submitted by another person without the instructor's authorization; or
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.



BIO182 follows the ASU Academic Integrity Policy in the administration of all course examinations and assignments. Violations of the University Academic Integrity policy will not be ignored. Penalties include reduced or no credit for submitted work, a failing grade in the class, a note on your official transcript that shows you were punished for cheating, suspension, expulsion and revocation of already awarded degrees. The university requires that the implementation of any of these penalties for violations of the academic integrity policy be reported to the Dean's office. The Integrity Policy defines the process to be used if the student wishes to appeal this action.

In BIO182 you are expected to follow the *ASU Student Code of Conduct* (<http://students.asu.edu/srr/code>) especially when communicating with your peers, instructors, and teaching assistants. Violations of the student code of conduct may result in withdrawal from the class.

Final Exam Make-up Policy: The final exam schedule listed in the Schedule of Classes will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the director of the School of Mathematical and Natural Sciences for one of the following reasons:

- 1) religious observances
- 2) the student has more than three exams scheduled on the same day
- 3) two finals are scheduled to occur at the same time

Make-up exams will **NOT** be given for reasons of non refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and makeup the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an Incomplete. A signed "Request for Grade of Incomplete" must be submitted by the student and approved by the student's instructor and the Director of the School of Mathematical and Natural Sciences.

The instructor reserves the right to make changes to this syllabus as needed.

If you find it necessary to leave a note for this instructor, please contact the administrative reception desk of the School of Mathematical and Natural Sciences located at FAB North Level 1 room N101-1.

Policy against Threatening Behavior:

In the classroom and out students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>).

Potentially Offensive Content:

A notification such as the following should be included in the syllabus if appropriate for the class in question.

If you find any of the content of his class offensive, please bring your concerns to the instructor immediately.



Power Outage:

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with the ASU emergency notification system at: <https://cfo.asu.edu/emergency-alert>. In cases in which a limited number of buildings are affected, students should check the university website and/or call the School office at (602) 543-6050.

Emergency Evacuation Plan:

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot walk down stairs should notify the instructor as early in the course as possible so the instructor can provide information regarding the location of the designated meeting area on each upper floor of the building (marked with a blue sign that states Emergency Evacuation Response Area).