

includes background material as well as the homework assignment associated with this lab. This will allow you to complete the lab even if you are not able to purchase the lab manual before our first lab. If you have problems buying the manual because of slow financial aid please let me know. I will work with you until you are able to purchase the manual. If you are retaking the class do not buy another access code for the manual, simply email Great River Support and they will give you access. Let me know if you have issues.

Attendance: Lab will be held weekly. Our lab is scheduled for 2 hours and 50 minutes each session. I will divide the class into two groups (each group will meet for 1 hour and 20 minutes) in order to meet VSU physical distance guidelines. You must attend your assigned session as there will not be room in the alternate session for you to attend. I will assign you your session via e-mail before our first lab.

Communication: I mainly use Outlook for communication. I check email often and am usually quick to respond. Please only email during appropriate hours, if you email me during odd hours of the night, I will not respond. Do not email me a couple of hours before an assignment is due. If you are having issues, there is almost nothing I can do to help in such a short time frame.

Lab quizzes, assignments, and practical exams:

Assignments will consist of weekly online assignments, periodic homework assignments, and two practical exams.

Pre-lab and Post lab assignments:

Each week there will be Pre-lab and Post-lab online assignments. Pre-lab online assignments must be completed by the start of the lab session. Pre-lab assignments will be worth 0 or 2 points (0 points if not completed and 2 points if completed).

Online post-lab assignments through the lab manual will be due at the start of your next lab period. The online post-lab assignments will be worth variable points. I will provide you with a schedule of due dates for pre-lab and post-lab assignments. No late assignments (unless I approve an exception). I am able to see when you complete the online assignments.

Homework assignments:

Some labs will require you to perform statistical analysis of data and to prepare graphs or tables using Microsoft Excel software. Data analysis for a lab will be discussed during the lab you collect data and will be due at the start of the next lab period. These assignments will be worth variable points. No late assignments (unless I approve an exception) and no emailed assignments will be accepted. Do not assume that you will have time immediately before lab to print assignments or finish online assignments; nonfunctional printers, no paper, slow internet etc. are not acceptable reasons for why you did not complete an assignment. It is good practice to plan ahead and have assignments completed and/or printed the day before your lab.

Lab Practical Exams:

There will be two lab practical exams, each worth 100 points. One will cover the unit on plants, and one will cover the unit on animal diversity and physiology. Questions are typically based upon PowerPoint images, but they may include microscope slides and whole/partial organism specimens. Lab practical exams can only be taken the day that they are scheduled.

Lab grade:

50% - pre-lab and post-lab online assignments, homework assignments, and in-class quizzes
50% - Lab Practical Exams

Attendance Policy: This course follows the university policy on class absences:

“Whether online or face-to-face, a student who misses or does not participate in more than 20% of the scheduled course or course activities could be subject to receiving a failing grade in the course” – 2019-2020 Undergraduate Catalog

Also, as stated in the Undergraduate Catalog, “the University does not issue an excuse to students for class absences. In case of absences as a result of illness or special situations, instructors may be informed of reasons for absences, but these are not excuses”. I will consider all absences on a case-by-case basis.

Students who miss **3 or more labs during the course of the semester** could be subject to the stated policy. If you are absent from lab or know you will be absent from lab, please contact me within 24 hours with the reason. If I consider it an excused absence, I may be able to give you an opportunity to attend another lab session during that same week.

No labs can be made up once the week has ended.

Athletes and other University representatives: Please let me know in advance if you will be missing a lab due to an away game or other required event. We can make arrangements for you to attend an alternative lab section.

Lab Conduct:

Lab Conduct:

- Arrive on time – Please maintain proper physical distancing while waiting in the hallways outside of class
- You must wear a face covering during lab. This policy is outlined at the end of the syllabus in the section titled **University Policy for Face Coverings**.
- You will maintain a lab notebook for taking lecture notes, recording lab data, preparing drawings of specimens and microscopic slides, etc. The notebook, along with the online lab manual, will be a great help to you as you prepare for the lab practical exams.
- No eating or drinking during the lab!!
- Students must take care of lab equipment. Notify the professor if something is not working properly or if something breaks during the course of the lab
- Each student will be assigned a microscope. It is the student’s responsibility to properly use the microscope. Notify the professor if your microscope is not functioning properly.
- No texting! – Cell phones are only to be used for lab purposes (taking pictures, calculator, timer, etc.)

Academic Integrity: By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW.

Mid-term, or in-progress grades: The instructor is required to submit in-progress grades prior to mid-term (March 4, 2021). I will assign an overall average grade at this point on the normal scale of A-F viewable on Banner. Students receiving a grade of “D” or lower should therefore carefully evaluate their option of dropping this course by midterm without academic penalty. The deadline for withdrawal through Banner is March 11, 2021.

Biology Tutoring: The Academic Support Center (ASC) at Valdosta State University is located on the second floor of the Odum Library. The ASC provides free peer tutoring in core curriculum courses, including biology. Call 333-7570 to make an appointment, or visit their website at <https://www.valdosta.edu/asc/>

Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) prohibits the public posting of grades by social security number or in any manner personally identifiable to the individual student. No grades can be given over the telephone or over email because positive identification can't be made.

Access Statement: Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: access@valdosta.edu.

Title IX Statement: Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, titleix@valdosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

Campus Gun Carry Statement (HB 280): If you choose to carry a concealed weapon on campus, you are responsible for knowing and following the law. Refer here for FAQ: <https://www.valdosta.edu/administration/finance-admin/police/campuscarry/>

SOI Statement: At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address.

University Policy for Face Coverings: As the Blazer Creed articulates, members of the VSU community are expected to live by the high standards of civility, integrity, and citizenship and embrace their responsibility as a member of the Blazer community. In recognition of this responsibility, and in response to the best available science and current guidance from the Centers for Disease Control and Prevention and the Georgia Department of Public Health, every student must wear a face covering that covers their nose and mouth at all times while in any campus building, including in this classroom. This requirement is intended to protect the health and safety of all VSU students, the instructor, and the entire university community. Anyone attending class without a face covering will be asked to put one on or leave. Students should also be sure they maintain a distance of at least six feet away from their fellow students and instructor and are seated in a seat that is designated to ensure that distance. (Add other appropriate language specific to the class here.) Students who refuse to wear face coverings

appropriately or adhere to other stated requirements may face disciplinary action for Code of Conduct violations.

Coronavirus Resources for Students: VSU cares about student success both on and offline, and a variety of resources are available to help students both academically and personally during the Spring 2021 semester.

One of the best resources is VSU's Coronavirus FAQ page located at <https://www.valdosta.edu/health-advisory/faq.php>. Information is available there about a variety of topics in VSU's return-to-campus plan. A website devoted to the health and wellness of VSU students can be seen at <https://www.valdosta.edu/administration/finance-admin/campus-wellness/student-resources.php>.

You can find information, including how you can access the Brightspace Pulse app that will allow you to view BlazeVIEW on your smartphone at <https://www.d2l.com/products/pulse/>. In BlazeVIEW, all VSU students have a course with guides for how to use tools in BlazeVIEW; search for "VSU BlazeVIEW Student Tutorial 2020."

VALDOSTA STATE UNIVERSITY GENERAL EDUCATIONAL OUTCOMES (GEO)

3. Students will use computer and information technology when appropriate. They will demonstrate knowledge of computer concepts and terminology. They will possess basic working knowledge of a computer operating system. They will be able to use at least two software tools, such as word processors, spreadsheets, database management systems, or statistical packages. They will be able to find information using computer searching tools.
4. Students will express themselves clearly, logically and precisely in writing and in speaking, and they will demonstrate competence in reading and listening. They will display the ability to write coherently in standard English; to speak well; to read, to understand, and to interpret the content of written materials in various disciplines; and to listen effectively and to understand different modes of communication.
5. Students will demonstrate knowledge of scientific and mathematical principles and proficiency in laboratory practices. They will understand the basic concepts and principles underlying scientific methodology and be able to collect, analyze, and interpret data. They will learn a body of scientific knowledge and be able to judge the merits of arguments about scientific issues. They will be able to perform basic algebraic manipulations and to use fundamental algebraic concepts to solve word problems and equations. They will be able to use basic knowledge of statistics to interpret and to analyze data. They will be able to evaluate arguments based on quantitative data.

TENTATIVE LAB SCHEDULE AND TOPICS SPRING 2021

Week of Jan. 11-15	Lab 1 - Introduction to Basic Statistics
Week of Jan. 18-22	No Labs due to Martin Luther King Jr. Holiday
Week of Jan. 25-29	Lab 7 - Animal Diversity I
Week of Feb. 1-5	Lab 8 - Animal Diversity II
Week of Feb. 8-12	Lab 9 – Introduction to Animal Tissues
Week of Feb. 15-19	No Labs due to VSU Wellness day #1
Week of Feb. 22-26	Lab 10 – External and Internal Anatomy of the Fetal Pig
Week of Mar. 1-5	Lab 12 – Cardiovascular System
Week of Mar. 8-12	Lab Practical #1 Animal Diversity and Physiology
Week of Mar. 15-19	Lab 2 – Non-vascular plants
Week of Mar. 22-26	Lab 3 – Vascular Plants
Week of Mar. 29-Apr. 2	Lab 4 – Plant cells, organs, and growth
Week of Apr. 5-9	Lab 5 - Angiosperm Development
Week of Apr. 12-16	No Labs due to VSU Wellness day #4
Week of Apr. 19-23	Lab 6 – Plant Growth
Week of Apr. 26-30	Lab Practical #2 – Plant Diversity and Physiology