



**Attendance:** Lab will be held weekly. Our lab is scheduled for 2 hours and 50 minutes each session. You are still responsible for any work/information missed if you were absent.

**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. I strongly recommend you check your email often. You could potentially miss out on important information from me if you don't.

"I didn't see your email" is not an excuse....

Be **courteous**, I will not respond to rude/overtly negative emails.

### Lab/homework assignments, attendance and 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 5 points (0 points if not completed and 5 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. **Pay attention to which assignments are worth more than others.**

I will not be reopening pre/post lab assignments for any reason. You have a week to get them done. I am able to see when you complete the online assignments.

#### **Homework assignments:**

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 will be based on whole specimens positioned around the lab. Lab practical exams can only be taken the day that they are scheduled.

#### **Lab grade:**

2 points	Grade calculation
55 points	Pre – lab assignments
138 points	Post – lab assignments
55 points	Misc. assignments
200 points	Lab Practical Exams
<b>450 points</b>	<b>Class total</b>

#### **Grade breakdown**

<b>A</b>	<b>405 – 450</b>
<b>B</b>	<b>360 – 404</b>
<b>C</b>	<b>315 – 359</b>
<b>D</b>	<b>270 – 314</b>
<b>F</b>	<b>0 - 269</b>

**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:**

- Arrive on time – I do not block students from coming in late, however, I will not stop in the middle of lab to get you caught up. This does not apply for lab practical days.
- 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 phone calls!! – 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.

You are here to be assessed on YOUR work. You are only doing yourself a disservice by cheating as you will have a harder time in upper division courses. Plagiarism is a form of cheating. You cannot copy someone else’s work and pass it off as your own.

Incidents of cheating or plagiarism will result in an automatic F for the course and referral to The Office of Student Conduct for disciplinary action. For VSU’s Academic Integrity Code please see <http://www.valdosta.edu/administration/student-affairs/student-conduct-office/> For VSU’s Academic Honesty policies and procedure please see <http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-policies-and-procedures.php>

**Mid-term, or in-progress grades:** The instructor is required to submit in-progress grades prior to mid-term. 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

## **COVID INFORMATION:**

The University System of Georgia recognizes COVID-19 vaccines offer safe, effective protection and urges all students, faculty, staff and visitors to get vaccinated either on campus or with a local provider. Additionally, everyone is encouraged to wear a mask or face covering while inside campus facilities. The system continues to work closely with the Georgia Department of Public Health to prioritize the health and safety of our campus communities.

- All faculty, staff, and students are strongly encouraged to receive a COVID-19 vaccine.
- No student, faculty or staff member should be treated differently based on their COVID-19 vaccination status.
- Students should not be asked about their vaccine status and segregated in a classroom or from other instructor-student interactions (e.g., office hours, group work, field trips, labs, etc.) based on their vaccination status.
- Vaccination status can be used to determine whether or not a person should quarantine after a close contact with a person who tests positive for COVID-19.
- Masks/face coverings are not required on campus. Two exceptions may apply on campuses – health center/medical facility and public transit. Un-vaccinated individuals are strongly encouraged to continue wearing a mask or face covering.
- Institutions will return to campus in the fall with no social distancing measures. Un-vaccinated individuals are strongly encouraged to continue social distancing whenever possible.

## **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 2022 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 2022.”

Covid operating guidelines: <https://www.valdosta.edu/campus-operations>

**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](mailto: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](mailto: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.

## 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 2022**

Week of Jan. 10-14	<b>Lab 1</b> - Introduction to Basic Statistics
Week of Jan. 17-21	No Labs due to Martin Luther King Jr. Holiday
Week of Jan. 24-28	<b>Lab 7</b> - Animal Diversity I
Week of Jan. 31-Feb. 4	<b>Lab 8</b> - Animal Diversity II
Week of Feb. 7-11	<b>Lab 9</b> – Introduction to Animal Tissues
Week of Feb. 14-18	<b>Lab 10</b> – External and Internal Anatomy of the Fetal Pig
Week of Feb. 21-25	<b>Lab 11</b> – Sensory Systems
Week of Feb. 28-Mar. 4	<b>Lab 12</b> – Cardiovascular System
Week of Mar. 7-11	<b>Lab Practical #1</b> Animal Diversity and Physiology
Week of Mar. 14-18	Spring Break
Week of Mar. 21-25	<b>Lab 2</b> – Non-vascular plants
Week of Mar. 28-Apr. 1	<b>Lab 3</b> – Vascular Plants
Week of Apr. 4-8	<b>Lab 4</b> – Plant cells, organs, and growth
Week of Apr. 11-15	<b>Lab 5</b> - Angiosperm Development
Week of Apr. 18-22	<b>Lab 6</b> – Plant Growth
Week of Apr. 25-29	<b>Lab Practical #2</b> – Plant Diversity and Physiology

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**Important Spring 2022 Dates**

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Mon, Jan 10	First Class Day
Mon, Jan 17	Martin Luther King, Jr. Holiday
Thurs, Mar 3	Midterm
Mon-Fri, Mar 14-18	Spring Break
Mon, May 2	Last Class Day
Tues-Fri, May 3-6	Semester Final Examinations
Sat, May 7	Commencement Ceremony

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**This syllabus is tentative and is subject to change at the discretion of the instructor.**