

Department of Biology, College of Science and Math, Valdosta State University  
**BIOL 1108L – Principles of Biology II Laboratory – Fall 2023**  
**Course Syllabus**

**Scheduled Weekly Lab Period:** Thur., 9:30 AM – 12:20 PM

**Location:** Bailey Science Center, Room 1073

**Instructor:** Dr. Richard Carter

**Office:** Bailey Science Center, Room 1040; Phone: 229-5338, [rcarter@valdosta.edu](mailto:rcarter@valdosta.edu)

**Office hours:** Mon. & Wed. 11:00 AM–12:00 PM; Thurs. 1:30–4:30 PM; other times by appointment

**Course Description:** A laboratory course to accompany BIOL 1108, with exercises dealing with anatomy and physiology of plants and animals.

**Course Prerequisites:** Grade of C or better in BIOL 1107 and 1107L or permission of instructor

**Course Overview:** This lab is a companion to BIOL 1108. These lab exercises will provide greater insight into the physiological processes of plants and animals. The lab will also introduce students to the diversity of life within the animal and plant kingdoms as well as highlight evolutionary relationships among the phyla within these kingdoms.

This course supports Valdosta State University General Educational Outcomes in Area D and Department of Biology Educational Outcomes 1, 2, and 3.

<https://www.valdosta.edu/academics/general-education/ge-outcomes.php>

<http://catalog.valdosta.edu/undergraduate/academic-programs/sciences-mathematics/biology/>

**Required materials:**

Lab Text: Grove, T. 2015. *Biology Lab Manual*. Great River Learning. ISBN 9781680750201. This course uses an e-book lab manual that may be purchased in one of two ways:

- Option 1 – Purchase the Access Code at the Valdosta State University Bookstore and use this code to access the lab manual at <https://www.grcontent.com/>
- Option 2 – Purchase the Access Code directly from the publisher at the web site <https://www.grcontent.com/>. The second option is less expensive than the first, but with Option 2 VSU student aid cannot be used, and a credit or debit card is needed to make the purchase.

**How to Use the Lab Manual:** The lab manual is entirely online and mandatory. Each lab exercise includes all the content necessary to understand and complete the lab. Students are required to read the background information and complete the pre-lab assignment before coming to lab. The page after the pre-lab assignment contains pdfs of the exercises that students should complete during lab and another pdf with all the background information. Students may either view these documents on their phone, tablet, laptop computer, or other electronic device in lab, or they may print them off and bring them to lab. Each student is responsible for having access to these documents during lab. *Caveat: There are no computers in the lab for students to use.*

**Attendance:** Lab will be held weekly, and the student is expected to attend each lab session. A record of attendance will be kept. Bear in mind that this is a hands-on, in-person lab **that requires each student to be in the lab to learn the lab content in order to do well in the course.** If a student misses a lab for any reason, then s/he is still responsible for any work or information missed during their absence. *Caveat: If a student is absent on a day when an experiment is conducted, there is limited opportunity to make this up, as detailed in the lab make-up policy below.*

**Communication:** BlazeVIEW Mail should normally be used for communication about this course. Your instructor will check BlazeVIEW Mail daily and will respond as quickly as possible. Students should not expect an answer to an email message before 8:00 AM, and a student sending a message after 5:00 PM should not expect an answer before normal business hours (8:00 AM to 5:00 PM) the following day. Students should not email their instructor a couple of hours before an assignment is due and should bear in mind that there is nothing their instructor can do to assist them on such short notice. Students are urged to check BlazeVIEW frequently to avoid missing important announcements or other

communications. "I didn't see your message." is not a valid excuse. Always, be courteous. Your instructor will not respond to rude or overtly negative messages.

### Lab/homework assignments, attendance and practical exams

#### **Pre-lab and post-lab online 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 scheduled lab session.
- Online post-lab assignments will open immediately at the end of each scheduled lab, and you will have until the beginning of the next scheduled lab session to complete it.
- A schedule with due dates for pre-lab and post-lab assignments is provided at the end of this syllabus.
- *Caveat: Your instructor will not reopen pre/post lab online assignments for any reason.*

**Checklist completion:** Each lab has a checklist available at the end of the chapter. This checklist has a series of observations, tasks, and experiments that must be completed before the end of the lab period. *Caveat: Students will receive credit for completing the checklists only if they show their work to their instructor before departing from lab.* Each completed checklist will count as one miscellaneous assessment.

**Practical Exams:** Four (4) lab practical exams will be given, each worth 50 points. Each exam will each cover material from three labs. Many introductory students are not familiar with the lab practical examination. Practical exams test what has been learned from direct observations in the lab exercises by asking questions about prior observations, descriptions, and interpretation of materials observed. These questions include – but are not limited to – body structure, taxonomy, physical characteristics, and development. Therefore, it is important to use lab time wisely in order to enhance and expand upon the content and assignments provided in the lab manual, and then to go back and study prior to the lab practical. Each lab practical exam counts 50 points, and collectively the four (4) lab practical exams account for 200 points in determining the course grade.

**Miscellaneous Assessments:** Students will be required to complete the online pre- and post-quizzes available with the online laboratory manual adopted by the biology department for this course. These grades, as well as lab attendance, in-lab quiz grades, completed lab checklists, and other assignments are summed and a percentage grade is calculated on a 100% scale. Collectively miscellaneous assessments account for 100 points (or one-third) of the course grade.

Points are allocated as follows:

Practical 1	50 points
Practical 2	50 points
Practical 3	50 points
Practical 4	50 points
<u>Miscellaneous Assessments</u>	<u>100 points</u>
Total	300 points

The final letter grade is based on the following scale:

A	270 – 300 points
B	240 – 269 points
C	210 – 239 points
D	180 – 209 points
F	0 – 179 points

**Attendance Policy/Lab Makeup:** This course follows 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" (2023-2024 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." Your instructor will consider all absences on a case-by case basis.

Students who miss three (3) or more labs during the semester could be subject to the above policy. If a student is absent from lab or knows s/he will be absent from lab, then s/he should contact their instructor within 24 hours and communicate the reason for the absence. If the instructor excuses the absence, then the student may have the opportunity to attend another lab session during that same week. *Caveat: No labs can be made up once the week has ended, and students scheduled for lab late in the week will have – at best – very limited opportunity to meet with another lab section.*

*Athletes and other University representatives please inform your instructor well in advance, if you will be missing a lab because of an off-campus game or other required event, so that arrangements can be made for you to attend an alternative lab section.*

### **Lab Conduct:**

- Arrive on time – A student will not be prevented from entering the lab late; however, bear in mind that the instructor will not stop in the middle of lab to catch the student up. This does not apply for lab practical days.
- Students are expected to maintain a lab notebook for taking notes, recording lab data, preparing drawings of specimens, microscope slides, etc. The notebook, along with the online lab manual, will be very helpful in preparing for the lab practical exams.
- Because of health and safety considerations, consumption of food or drink (including water) during in the lab room is prohibited!!
- Students must take care of lab equipment, and they should notify their instructor if something is not working properly or if something breaks during the lab.
- No phone calls!! Use of cell phones during lab is prohibited other than for legitimate lab purposes (e.g., photographing specimens and other objects, use of the calculator or timer, etc.)

**Academic Integrity:** Academic integrity is the responsibility of all VSU faculty and students. Students are responsible for knowing and abiding by the [Academic Integrity Policy](#) as set forth in the [Student Code of Conduct](#) and this syllabus. All students are expected to do their own work and to uphold a high standard of academic ethics. Any violations of this policy may result in the academic penalties outlined in the syllabus and may also be referred to Student Affairs for further disciplinary action. VSU's [Academic Student Conduct Code](#) states that "no student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own." Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper citation is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please discuss this with your instructor as soon as possible.

**Mid-term, or in-progress grades:** The instructor is required to submit in-progress grades prior to mid-term and will assign an overall average grade at this point on the normal A to F scale. These grades will be viewable in Banner. Students receiving a grade of "D" or lower should carefully evaluate their option of dropping this course by the official Midterm date to avoid academic penalty.

**Academic support center:** The [Academic Support Center \(ASC\)](#) provides unlimited, in-person, free peer tutoring in core courses such as math, English/writing, sciences, social sciences, and languages. We also offer 8 hours of free online tutoring via Tutor.com (8 hours per student, available 24/7). Click the Free Tutoring link in any Blazeview course to make appointments. Please drop by our space in Odum Library, 2nd floor, or call 229-333-7570, email [asc@valdosta.edu](mailto:asc@valdosta.edu), or visit the website [www.valdosta.edu/asc](http://www.valdosta.edu/asc) for more information.

**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.

**Non-Discrimination and Title IX Statement:** Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an

individual's sex/gender. The designated Title IX Coordinator for VSU is Ms. Selenseia Holmes. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

**Accommodations Statement:** Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu). To request reasonable accommodations for pregnancy and childbirth, contact Ms. Myia Miller, Title IX Compliance Officer, at [maburden@valdosta.edu](mailto:maburden@valdosta.edu). Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

**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 VSU email.

**TENTATIVE LAB SCHEDULE AND TOPICS WITH PRE- AND POST-LAB QUIZ DATES – FALL SEMESTER 2023**

	Lab Date	Lab Material		On-line Pre-lab		On-line Post-lab	
				open	close	open	close
Week 1	17-Aug	Introduction	Herbarium	none	none	none	none
Week 2	24-Aug	Labs 1 & 2	Basic Statistics / Non-vascular Plants	17-Aug	24-Aug	24-Aug	31-Aug
Week 3	31-Aug	Lab 3	Vascular Plants	24-Aug	31-Aug	31-Aug	7-Sep
Week 4	7-Sep	<b>PRACTICAL 1</b>					
Week 5	14-Sep	Lab 4	Plant Cells, Organs, and Growth	7-Sep	14-Sep	14-Sep	21-Sep
Week 6	21-Sep	Lab 5	Angiosperm Development	14-Sep	21-Sep	21-Sep	28-Sep
Week 7	28-Sep	Lab 6	Growth and Transpiration	21-Sep	28-Sep	28-Sep	5-Oct
Week 8	5-Oct	<b>PRACTICAL 2 / Lab 7</b>	Animal Diversity I	28-Sep	5-Oct	5-Oct	19-Oct
Week 9	12-Oct	<b>Fall Break</b>	<b>No classes</b>				
Week 10	19-Oct	Lab 8	Animal Diversity II	5-Oct	19-Oct	19-Oct	26-Oct
Week 11	26-Oct	Lab 9	Introduction to Animal Tissues	19-Oct	26-Oct	26-Oct	2-Nov
Week 12	2-Nov	<b>PRACTICAL 3</b>					
Week 13	9-Nov	Labs 10 & 11	Fetal Pig / Cardiovascular Syst.	2-Nov	9-Nov	9-Nov	16-Nov
Week 14	16-Nov	Lab 12	Sensory Systems	9-Nov	16-Nov	16-Nov	30-Nov
Week 15	23-Nov	<b>Thanksgiving Holiday</b>	<b>No classes</b>				
Week 16	30-Nov	<b>PRACTICAL 4</b>					

**FALL SEMESTER 2023  
OTHER IMPORTANT DATES**

Mon., Aug. 14	First Class Day
Mon., Sep. 4	Labor Day Holiday
Thurs., Oct. 5	Official Midterm
Mon.–Tues., Oct. 9–10	Fall Break
Wed.–Fri., Nov. 22–24	Thanksgiving Holidays
Mon., Dec. 4	Last Class Day