

BIOL 1108

701, Spring, 2019

Syllabus



Basic Information

Tamara Davault, M.S.

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OFFICE HOURS: Monday and Wednesday 9:00-10:30am; Thursday 12:00-3:00pm

This course is a Web Course and is conducted within Canvas
<http://utpb.instructure.com>

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description: The laboratory will provide practical and interactive experiments and demonstrations of concepts covered in BIOL 1308. These include cell structure and function, genetics, evolution, physiology, biodiversity, and ecology.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

1. Utilize the scientific method.
2. Utilize laboratory equipment.
3. Determine the movement of particles through membranes.
4. Describe how cells obtain energy.
5. Describe the transfer of genetic material between generations.
6. Develop a basic understanding of important biological similarities and differences between different plants and animals.
7. Develop a basic understanding of ecology, ecosystems and human influences that contribute to, and detract from, conservation of natural resources.
8. Demonstrate communication, empirical and quantitative skills in written presentation of experiments, data presentation in tables and graphs, and results explanation.

9. Collaborate with a group to collect data and form an analytical report.

Prerequisites: There are no prerequisites for this course.

Materials

Required Materials:

Concepts of Biology. By Samantha Fowler, Rebecca Roush, and James Wise.

Hardcopy: ISBN-10 (1-938168-11-9),
eBook: www.openstax.org/details/concepts-biology

Recommended Materials:

You will need a functioning webcam to take Practicum I and II. You will also need to pick up your aquaponics kit from the Lab Office (ST 2201) between January 14th and February 1st. Their hours are 8am-5pm, and 7pm-10pm Monday through Thursday. If you live more than 50 miles away from campus, let me know and accommodations will be made. Finally, you will need a list of common household items to complete the exercises. See the “Lab Shopping List” page for more details.

Important Academic Dates

UTPB [Academic Calendar](#)

Course Overview

Worksheets: At the completion of each experiment, you will need to complete a worksheet analyzing your results. The worksheet will be in the form of a quiz in Canvas and you will have two weeks to complete it. Since it is a quiz, you cannot save information as you go. The procedures will have all the questions asked in the worksheet and I will grade your last submission. If you do miss something, you will have three times to submit the worksheet. You will be graded on your understanding of the purpose of the experiment and the significance of the results.

Practicum: There will be two practicums during the semester. These practicums will assess your knowledge of the exercise completed in lab. It will be a series of short answer questions with images from the various exercises. The questions will ask you interpret the data at each “station” and provide relevant answers.

Discussion Board: The whole class will have a discussion board so you can help one

another troubleshoot any technical errors you come across while trying to complete the experiments. While posting on the discussion board is not a requirement, responding to someone's question with an appropriate answer will get you extra credit on a practicum (1pt per post/ 5pt max). Use the person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better. Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

Team Project: The main experiment we will do this semester is the setup and maintenance of an aquaponics system. To assess the success of the systems you will be placed into teams of 4. You will work together to construct a 5 page lab report that will be due at the end of the semester. A rubric will be provided.

Grading:

Course Activity	Points	Percentage of Total Grade
8 Worksheets	320	25%
Practicum I	100	25%
Practicum II	100	25%
Analytic Team Project	300	25%
Total	820	

Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

**Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Communication, Grading & Feedback:

Throughout the course, I will be checking and contributing to the discussion boards. I will do my best to have all assignments graded within two weeks of their submission and respond to emails within 24 hours of receiving them.

If you need to reach me, you can meet me in my office ST 2234; call my desk at (432)552-2269; or live chat with me in Canvas during my office hours. Email is also a quick way of catching me outside of my office hours (davault_t@utpb.edu). I am also willing to set up appointments with you outside of my office hours if I can.

Time Management:

The exercises that you will do this semester are designed to take a few hours to complete. It is important that you start the exercises as soon as you can, so if there are any technical difficulties you have plenty of time to fix the issue and submit all work on time. In addition, you need to have your answers to the worksheet questions before you open the worksheet to submit your data. Many of the exercises require you to create tables or research information from the textbook. Trying to put this together while the assignment is open could lead to the loss of your work. Take notes as you go and give yourself plenty of time to complete assignments.

There is a two-week window for you to read about the lab, do the exercises and submit the worksheet. Make sure that you stay on schedule so you do not fall behind.

Policies

Discussion Board

Discussion Board is primarily for discussing issues that come up while completing your exercises. Best practices are:

1. Read all message postings in online discussion.
2. Respond to the question directly
3. Use a person's name in the body of your message when you reply to their message.
4. Avoid postings that are limited to 'I agree' or 'great idea', etc.
5. Ensure responses to questions are meaningful, reflective.
6. Support statements with concepts from course readings; refer to personal experience, examples.
7. Follow **Rules of Behavior (below)**.
8. Providing a solution to other students' problems can earn you extra credit.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the you are unable to abide by the due dates and times, it is your responsibility to contact me immediately. There will be a 30% deduction for late submission of the assignment.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

Tracking

The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored.

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4243

Voice Telephone: 432-552-4696

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

Computer Technical Requirements

See [Technical Requirements](#).

Laboratory Skills

This lab will require you to physically perform laboratory experiments. You will need to be able to lift at least 10lbs and travel outside to complete animal and plant surveys. In addition, you will need to have the ability to problem solve how to make the exercises work for you and what you have access to in your home. I will gladly assist you when I can but you will have to complete all exercises, worksheets and practicums to pass this course.

Online Student Authentication

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login

to the UTPB learning management system using their unique personal identifying username and secure password (this is the first method). The faculty member or academic program determines the second method. The second method is presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor, Examity).

*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#).

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login. The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	UTPB E-Advisor (432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Outlook 365, my.utpb.edu	Information Resources Division (IRD)
Financial Aid and	UTPB Financial Aid

SERVICE	CONTACT
Scholarship	(432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Dean of Students (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Schedule

Week of Date	Lab Exercise	Topic	Assignments Due	Analytic Team Project

1/14	NO LABS	Classes begin 1/22	NO LABS THIS WEEK	NO LABS THIS WEEK
1/21	1	Scientific Method		
1/28	2	Microscope		
2/4	3	Aquaponics	Scientific Method Worksheet	Setup Teams
2/11	4	Diffusion/Osmosis	Microscope Worksheet	
2/18	5	Cellular Metabolism		Analytic Team Project Timeline Due
2/25	6	Aquaponics	Diffusion/Osmosis Worksheet	
3/4		Practicum I	Cellular Metabolism Worksheet	
3/11	NO LABS	Spring Break Week	NO LABS THIS WEEK	NO LABS THIS WEEK
3/18	7	Patterns of Inheritance		
3/25	8	Plant Diversity		
<p>3/29- Last day to drop class without the grade showing on your records. If you have a failing grade, you will not be allowed to drop after this date without it appearing on your record as a failing grade. This university wide rule is strictly enforced.</p>				
4/1	9	Animal Diversity	Pattern of Inheritance Worksheet	
4/8	10	Basic Mammalian Anatomy I	Plant Diversity Worksheet	

4/15	11	Basic Mammalian Anatomy II	Animal Diversity Worksheet	Analytic Team Project First Draft Due
4/22	12	Aquaponics		
4/29		Practicum II	Mammalian Anatomy Worksheet	Analytic Team Project Due

Sample Syllabus