GENERAL BIOLOGY I LABORATORY
Biology 1106
Spring 2016

Instructor:
Office: **Email**: **Phone number**:
Office hours:
Lab Supervisor: Jessica L. Coleman, MS. **Office**: BEP 104 **Phone**: (903) 565-5889

Course Objectives: Biology 1106 is the first of two labs designed to provide a thorough introduction to biological science.

Student Learning Outcomes: After this class you should be able to…

- Describe and apply the scientific method
- Proficiently use both a compound and dissecting microscope, understand and test the basic properties of water, describe the role of membranes in living organisms, conduct tests for major macromolecules, define and describe the properties of enzymes, describe respiration and photosynthesis, describe mitosis and meiosis and distinguish between their different roles in living organisms, understand Mendelian and molecular genetics, apply basic molecular genetic techniques, and describe protein synthesis.
- Have a better understanding of methods and techniques used in the biological sciences

Textbook: L. Urry, M. Cain, S. Wasserman, P. Minorsky, R. Jackson, and J. Reece. 2014. *Campbell Biology in Focus*. Pearson Benjamin Cummings, San Francisco, CA.

Lab Manual: *Coleman, Jessica L. 2015. Cell Properties & Processes*. 4th edition. Fountainhead Press.

Grading:

		Grade Distribution		
	Points Possible	**Percentage**	**Points**	**Grade**
Exams (2)	200	90-100%	495-550	A
Quizzes (10)	100	80-89%	440-494	B
Homework	60	70-79%	385-439	C
Manual Checks	40	60-69%	330-384	D
Lab Report	150	50-59%	0-329	F
Total	**550**			

Make-up Exams: Make-up exams (as well as other material) will be given **ONLY** if a student notifies the instructor in **ADVANCE** or produces a verifiable written medical excuse. The students who fail to make appropriate arrangements will receive a grade of "0" for the missed exam or other material.

Quizzes: There will be **at least 10 quizzes** during the semester. There may be both in class and online (posted on blackboard) quizzes for you to complete during the semester. For each quiz (both online and in class), you will have 10-15 minutes to complete. For those quizzes taken during class time, if you arrive to class after a quiz has started, you will only have the time remaining on the quiz clock to complete your quiz. For quizzes you take online, you will have point deducted for going over the time allotted for each quiz. Each quiz will be worth 10 points. If you miss a quiz for **ANY** reason (including illness and excused travel absences), that quiz will be counted as one of the dropped scores. **There will be NO make-up quizzes.**

Attendance: Attendance is essential to success in this class. If you miss class it is your responsibility to contact another student (not the instructor) to get notes and other announcements made during class.

Blackboard: Students should log onto **Blackboard (Bb)** ASAP and carefully read all announcements. Bb and student email should be checked **DAILY** for new announcements or messages. On Bb you will find lecture outlines, reviews for exams, videos, discussion board posts, and much more that will be very helpful for you as you take this course. Another really helpful tool is that **all course grades will be in Bb (under Tools; My Grades), so students will be able to view and calculate their current course grade at any time.**

Academic Integrity: Students should be aware that absolute academic integrity is expected of every student, in all courses taken at The University of Texas at Tyler. Failure to comply can result in strong university-imposed penalties. For instance, submitting plagiarized work to meet academic requirements including the representation of another's work or ideas as ones own; the unacknowledged word for word research results shall be grounds for charges of academic misconduct. Any cheating or other types of academic misconduct will be reported to the university administration and at **minimum** will result in an automatic failure of the course.

WHAT IS PLAGIARISM AND HOW CAN IT BE AVOIDED? Plagiarism may be defined as (1) presenting work, ideas or phrasing of another, in whole or part, as one's own without giving credit and proper documentation of sources; (2) copying material directly from sources (including electronic media) except when the material is enclosed in quotation marks and the source is clearly identified; (3) paraphrasing too closely to the original, even when the source is identified; and (4) claiming credit for work in any media (electronic, digital, artistic, etc.) where the student is not the original creator of said work. Work that is plagiarized will receive an automatic grade of "F". If you are unsure about this subject, please take the time talk to your instructor and /or read this: **http://www.wadsworth.com/english_d/special_features/plagiarism/definition.html**

You will also be required to turn in all written assignments (lab report assignments) through **Safe Assign (to check for Plagiarism)**. You will find this on your **Bb** for this lab course; each assignment will be compared to previous student work and the work of your classmates! You will turn in both a **hard copy and via Safe Assign**.

Students Rights and Responsibilities: To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies: Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy: Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criterion applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

Student Absence due to Religious Observance: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g. via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

General Biology I Laboratory Schedule – Spring 2016			
Week of	**Topic**	**Exam Schedule**	**Assignments Due**
Jan 18th	Intro to Lab / Scientific Method		
Jan 25th	Measurements	Q1, Q2	Primary Article (HW1), Topic, Questions, and Hypothesis
Feb 1st	Microscopes	Q3	
Feb 8th	Basic Chemistry	Q4	Methods section
Feb 15th	Organic Molecules	Q5	
Feb 22nd	Membranes	Q6	Title, Introduction, Methods, Literature Cited
Feb 29th	**PRACTICAL I**		
Mar 7th	**SPRING BREAK (NO LABS**		
Mar 14th	Enzymes	Q7	
Mar 21st	Cell respiration / Photosynthesis	Q8	
Mar 28th	Mitosis / Meiosis	Q9, Q10	First Draft (complete paper)
Apr 4th	Genes and Chromosomes	Q11	Photosynthesis Hw2
Apr 11th	Molecular Biology	Q12	Genetics Hw3
Apr 18th	Protein Synthesis	Q13	Final Paper
Apr 25th	**PRACTICAL II**		
May 3 – 6th	**FINALS WEEK (NO LABS)**		

Last Day to Drop with a "W": **March 21st, 2016**