

**Valdosta State University**  
**BIOL 1108K Principles of Biology II (4 Credits)**  
**Lab Section J Spring 2014 Syllabus & Laboratory Policies**

Instructor: Dr. Emily K. Croteau  
Office: Bailey Science Center 2211  
Office Hours: MW 11-12 or by appointment  
Phone: 229-333-5773  
Email: [ekcroteau@valdosta.edu](mailto:ekcroteau@valdosta.edu)

To make an appointment, send an email to my valdosta.edu account with "appointment" and class name in the subject line. Use a proper greeting and sign off when you email me. **DO NOT** email me through Blazeview, use text language or be disrespectful in anyway or your email will go unanswered.

**Lab Info:**

Location: BC 1073 (except for first lab in BC 3018)  
Section J, Thursday 1:00 pm - 3:50 pm  
Required Textbook: Grove, T. 2011. Principles of Biology Lab Manual, 3<sup>rd</sup> Ed. for BIOL 1108.

**Grading:**

Laboratory: Students are graded based on performance during lab, lab projects, quizzes, homework and assignments, and two scheduled practical exams. **There are NO MAKEUP labs.**

Lab Practical Exams: One on animals (50 points), one on plants (50 points). Questions may include microscope slides, whole specimens and written components. Lab practical exams can only be taken the week they are scheduled. **NO MAKEUPS.**

Lab Assignments: Lab assignments will be given throughout the semester. Most assignments will be due at the beginning of the following lab period unless otherwise stated. No late assignments will be accepted. No emailed assignments will be accepted. Information for each assignment will be provided in lab.

Laboratory Notebook: Each person should actively participate during lab and should keep a detailed and organized lab notebook as this will serve as the basis for studying for your practical exams.

**Overall 1108 Grade Assessment:**

The laboratory section will be 25% of your final grade for the entire course.

Calculate your overall grade as follows:

$(\text{Lab percentage grade} \times .25) + (\text{lecture percentage grade} \times .75) = \text{Overall percentage grade.}$

### **Lab Policies:**

1. Arrive on time. Students arriving 10 minutes late will not be able to turn in assignments and will receive a zero (0) on those assignments.
2. Attendance is mandatory and will be recorded within the first 10 minutes of lab. In the event that a student misses a lab with an excuse, s/he should email the instructor within 24 hours of the missed lab. If you miss a lab you must provide documented evidence (e.g. note from a doctor). It is the instructor's prerogative to accept the excuse or not.
3. Students who miss three labs for any reason cannot receive a lab grade above a "D" (60%).
4. Laboratories cannot be made up outside of the scheduled sessions. Students are still responsible to learn the lab content even if they received an excused absence.
5. It is strongly advised to maintain a laboratory notebook with drawings, descriptions, data etc. because it will help you study for the practical exams. The notebook must be a spiral bound notebook.

### **Laboratory Conduct:**

1. Follow safe laboratory conduct and behavior.
2. It is assumed that all students will act in a mature manner in the classroom, showing consideration for their peers and the instructor. Any student who consistently distracts or is disrespectful to other students or the instructor will be removed from the course.
3. No eating, drinking or bringing food/drink into the lab.
4. Each student should participate and work from their **personal** notebook.
5. 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.
6. Each student will be assigned a microscope. It is the student's responsibility to properly use and put away the microscope. Failure to do so will result in deduction of one point per incident from the student's total lab points (not the final BIOL 1108 percentage). Notify the professor if the microscope is not working properly.
7. Clean your work area after each lab.
8. Cell phones cannot be used in the laboratory, with the exception of using them as timers when necessary. Using your cell phone outside of when allowed for timing will result in a deduction of one point per incident from a student's total lab points (not the final BIOL 1108 percentage).

### **Cheating and Plagiarism**

Incidents of cheating or plagiarism will result in an automatic F for the lab course and referral to The Office of Student Conduct for disciplinary action. For VSU's Academic Integrity Code please see:

<http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

For VSU's Academic Honesty Policy please see:

<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>.

### **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 cannot be made.

### **Learning Support**

**Access Office:** Students requiring special accommodations because of disability must discuss their needs with me as soon as possible. Those needing accommodations who are not registered with the Special Services Program must contact the Access Office for Students with Disabilities located in Farber Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

**The Student Success Center:** The Student Success Center (SSC) provides free peer tutoring in core courses, the top four of which are math, writing, Spanish, and biology/chemistry. It also offers time management and study skills workshops as well as provides free professional academic advising and on-campus job information in one location: Langdale Residence Hall. Help is available to all VSU students. Call 333-7570 to make an appointment, or visit the website: [www.valdosta.edu/ssc](http://www.valdosta.edu/ssc).

**Odum Library** provides a variety of services to assist classroom instruction, including library instruction, course reserves, and interlibrary loan. Please see: <http://www.valdosta.edu/library/services/faculty.shtml> for further information.

## **Tentative Lab Schedule and Topics**

Week of January 13	NO LAB
Week of January 20	NO LAB
Week of January 27	Introduction and Learn to Use Excel (Meet in Computer Lab room 3018) (Lab 1)
Week of February 3	Diversity: Porifera and Cnidaria (Lab 8a) Vertebrate Animal Tissues (Lab 8b)
Week of February 10 Diversity:	Platyhelminthes (Lab 9a) Vertebrate Anatomy (Lab 9b)
Week of February 17 Diversity:	Annelida and Mollusca (Lab 10a) Sensory Systems and Muscle Structure and Function (Lab 10b)
Week of February 24 Diversity:	Nematoda and Arthropoda (Lab 11a) Cardiovascular System (Lab 11b)
Week of March 3 Diversity:	Echinodermata and Chordata (Lab 12a) Digestive System and Excretory Systems (Lab 12b)
<b>Week of March 10</b>	<b>LAB PRACTICAL</b>
Week of March 17	NO CLASS SPRING BREAK
Week of March 24	Non-Vascular Plants (Lab 2)
Week of March 31	Vascular Land Plants (Lab 3)
Week of April 7	Roots, stems and leaves (Lab 4)
Week of April 14	Angiosperm Development (Lab 5)
Week of April 21	Growth and Transpiration (Lab 6)
<b>Week of April 28</b>	<b>LAB PRACTICAL</b>

