**COURSE SYLLABUS FOR CONCEPTS OF BIOLOGY 1409 LAB**

**Instructor: Professor Sybil Rice**

**Office: Biology 119**

**Phone: 903-824-8027**

**Email:** **sybil.rice@texarkanacollege.edu**

**Office Hours: 30 minutes before and after class**

**Course Overview and Description:**

This is a required lab for Biology 1409, a 4 hours course which satisfies the college requirements for a laboratory science. In this lab, we will emphasize the same things that we do in lecture, with the same topics covered in lecture. The website has a detailed list of course learning objectives and other pertinent information. This course is designed for non-science majors.

**Course Objectives:**

It will be the same as the syllabus listings you got in lecture.

**Student Learning Outcomes:**

It will be the same as the syllabus listings you got in lecture. Please view them online in the college catalog for Concepts of Biology.

**Grading Rubrics:**

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = below 60**

**Required Reading:**

**Inquiry Into Life, 14th Edition Laboratory Manual** by Dr. Sylvia Mader

**Laboratory Requirements:**

Lab requirements will parallel lecture requirements. There will be 1 lab test per week over each of the lab reports you are required to fill in. Also required will be completion of each lab report, which will be turned in at the time you take the weekly test. You are required to buy a red pen and a package of 50 or 100 surgical gloves, which you need to bring to lab each time. Tests will mainly be objective, short answer, labeling drawings, fill in the blank, list, matching, etc. All tests are based on the 100 point scale and must be taken in ink. All tests must be taken! If one is missed, it must be taken the next class attended, or a zero will be recorded unless specific plans have been made otherwise. Lecture counts 70% and lab 30% for the course grade. Free tutoring is available to any student at Student Support Services for lecture and lab. You can make up lab time Mon-Thurs. before 3 p.m. or 8-9 on Friday of the week you miss. Absences will be removed if you choose to do so. Let Mrs. Rice know if you want to make up your lab time.

**Special Requirements:**

 You are REQUIRED to have an email address and required to check it daily. Always put a topic in your email, including name and lab time. Please use correct grammar in emails. TC provides email accounts for all students. You must sign in and provide your password.

**Grades:**

To figure the lab grade, count lab tests as 70%, lab reports 10% and lab participation 10%. Lab participation includes working well with lab partners, cleaning up and putting away lab equipment, attendance and being on time, as well as having a good attitude and being respectful to the teacher and other students. The lab grade will be given to the lecture teacher at the end of the semester. There will be no lab final exam.

**Lab Outline:**

Lab Units 24-29, 9-18. These topics will parallel what is covered in lecture, so for detailed outline, see the lecture syllabus. The biology professors work together, doing the same labs together each week.

**Complete Course Calendar for Lab:**

This is provided as a separate handout to you. It denotes lab units, the dates and a place to record weekly test grades. Please keep up with this by taping it to inside front of lab manual.

**Cheating Policies:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action. Proven violations of this nature will not be tolerated and result in the student being dropped from lecture and lab with an “F”. This policy also applies at the TC Testing Center. The student will be required to speak with the Dean of Students before being dropped from the class. Do not copy other lab students’ lab reports! Do not even ask any other student other than your lab partners for assistance. Ask Professor Rice for help if you cannot answer the questions in the lab report as a lab group. Lab group is referred to the people sitting at your table.

**Absentee Policy:**

**Lab and lecture absences are added together!** Only 4 absences per semester are allowed before the student must drop the class. An absence from lab counts l/2 an absence. Three tardies constitute an absence. In an effort to curb tardies, you will be required to have a conference with Professor McCright if you abuse the tardy policy. The lab door will be shut after roll call, and you may not be allowed to enter if there are repeated tardies. Absences are not recommended as points will be deducted from participation grades, which is 10% of the overall lab grade. There are no excused and unexcused absences. An absence is an absence. Pregnant students need to speak with Professor Rice right away. If you go over the number of absences allowed, you must go to the Admissions Office and fill out the official drop slip yourself. It is YOUR responsibility to keep up with the number of absences you have. Discuss with Professor Rice any decision to drop the class before the drop slip is filled out. To keep absences down, if you have a valid reason for a lab absence, you will be given 5 days in which to come into the lab at a designated time to do a makeup lab so that the absence may be marked off. Make an appointment with Professor Rice on the day of the absence. The absence must be deemed emergency or excusable by her. Proof of the emergency must be provided at the time of makeup. Any absence not made up will result in 50 points per absence being taken off of the lab report plus a reduction in participation grade. If a test is missed and not made up, a zero will be recorded.

**Policies for Dismissal from Lab:**

Before you are dismissed from lab, you will be given a warning unless it is a violent, unlawful or otherwise flagrant act. In this instance, the student will be asked to leave immediately. Professor Rice will talk to the student after class and determine the course of action. The student will be required to speak with the Dean of Students and the division chair. If the student does not comply, Security will be asked to escort the student out of class. The student will not be permitted in lab again and risks being dropped from all classes at TC. If the student merits a warning, at that time a written record will be made of the warning. This will be recorded in the grade book. If a 2nd problem should arise, the person will be expelled from class. General reasons why a person may be dropped from lab are: disrupting class, dipping tobacco products, cursing, use of electronics, disrespectful attitude, suspected drug or alcohol abuse resulting in abnormal behavior, cheating, not getting along with lab partners, excessive absences and tardies, being loud and disruptive, working on another class during designated biology time or anything else in the student handbook or general catalog that may be a violation of campus policy.

**Electronic Devices in the Lab:**

Since the lab needs to be free from interruption or interference, all electronic devices are banned from the lab. Devices capable of generating noise such as cellular phones, pagers, palm pilots, iPods, beepers, laptops, watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period. A student who has an unauthorized electronic device activated during an exam will not be permitted to continue the exam and will be asked to leave the lab. The exam will be turned in at that time, and the student will not be permitted to complete the exam. Due to the circumstance, the instructor may question the validity of any part of the exam completed prior to the violation and may elect not to grade the exam. In such a situation, the student will not receive credit for the exam and a zero will be recorded in the grade book . If there are extenuating circumstances where one of these devices must be on silent or vibrate during lab, permission must be granted before class is started. During lab times, if your electronic devices make any noise, including vibrating, you will leave lab immediately and not be permitted to complete the lab at that time.

**General Information:**

I believe this lab is an important part of your overall education and that the broad based biology education you get will be beneficial to you in many ways during your life. You will learn much! I pledge to be prepared for class, so I expect the same from you. I expect you to act in a respectful manner, both to me and to your lab mates. I also expect you to conduct yourself according to the college guidelines in the student handbook and general catalog. All students will be treated the same, without prejudice in any form. I care very much for my students and hope that you each get the maximum you can out of your education here at TC!

You will be required to sign a safety/ liability and photo permission form, which will be put on file. You will also take a pre-assessment and post-assessment test. Please bring a scantron and a pencil for this.