

BSC 2011LV – General Biology II Hybrid Lab

Course Reference #: BSC 2011L - ____ - ____ - ____ - ____

FALL 2021

COURSE DESCRIPTION:

This is the lab component for BSC 2011. Lab experiences include protists, fungi, and a survey of the plant and animal kingdoms, comparative physiology of vertebrate systems, plant and animal development.

Prerequisites:

BSC 2010 and BSC2010L. Students must score into college-level mathematics and reading on the placement test.

Corequisites:

BSC2011 Lecture must be taken during the same semester as the laboratory.

COURSE RATIONALE:

Students will learn phylogenetic relationships by demonstrating knowledge of plant and animal taxonomy and relate how these are connected within various areas of the biological and physical sciences in a laboratory setting. Students will also gain an understanding of basic anatomy and physiology. Students will apply critical thinking skills to provide the foundation for lifelong learning and career development.

COURSE LEARNING OBJECTIVES:

At the completion of this course, the student will be able to:

- Communicate major biological concepts and relate how these are connected within various areas of the biological and physical sciences in a laboratory setting.
- To acquire an overview of the taxonomy, anatomy, and physiology of organisms (bacteria, protists, fungi, plants, and animals).
- Apply problem solving, analytical, and communication skills based on the scientific method that will provide the foundation for lifelong learning and career development.
- To understand the anatomy and physiology and evolution of animal organ systems.
- Make use of technology to organize, acquire, and convey information relevant to the biological sciences.
- Use internet and Departmental website as a resource related to course content.

REQUIRED MATERIALS:

As this is an online course, it is expected enrolled students will have a working computer and access to the internet.

- **DIGITAL BSC2011L General Biology II Laboratory Manual ISBN 9781533933089**
 - Contact the IRSC bookstore to purchase your code for the **digital lab e-manual** at:
<https://www.bookstore.irsc.edu>
- Openstax Biology – this is an open resource book. You do not have to pay to download a PDF, just follow this link: <https://openstax.org/details/biology>

TENTATIVE SCHEDULE:

This is a hybrid lab. This means you will come into the lab once a week but will then be expected to do work virtually as well. It is very important that when you come to the lab, you are wearing proper attire (close-toed shoes, pants, mask, etc.) and remain socially distanced. It is important that you come to lab during your scheduled time as there will be other students utilizing the lab at other times.

Please see the ‘**Schedule of Activities**’ in Blackboard as well for a more detailed timeline and due dates. Below is a tentative outline of activities. Assignments and due dates may be changed with advanced notice via Blackboard announcements and Rivermail.

| Week of: | Lab Topic: |
|-----------------------|--|
| Aug 18 th | Introduction to Lab |
| Aug 23 rd | Bacteria and Protists (Exercise 1 and 2) |
| Aug 30 th | Fungi (Exercise 3) Unit 1 Worksheets Due Sept 3rd |
| Sept 6 th | Practical Exam 1 |
| Sept 13 th | Nonvascular and Seedless Vascular Plants; Seed Plants (Exercise 4 and 5) |
| Sept 20 th | Plant Structure (Exercise 6) Unit 2 Worksheets (and Drag and Drop) Due Sept 24th |
| Sept 27 th | Practical Exam 2 |
| Oct 4 th | Acoelomate Inverts and Lophotrochozoan Protostomes (Exercise 7 and 8) |
| Oct 11 th | Ecdysozoan Protostomes and Vertebrates (Exercise 9 and 10) Unit 3 Worksheets (and Drag and Drop) Due Oct 15th |
| Oct 18 th | Practical Exam 3 |
| Oct 25 th | Tissues and Organs (Exercise 11) |
| Nov 1 st | Pig Dissection (Exercise 12) |
| Nov 8 th | Pig Dissection Unit 4 Worksheets (and Drag and Drop) Due Nov 12th |
| 15 th | Flex week |
| Nov 29 th | Practical Exam 4 (not Comprehensive) |

CONTACT INFORMATION:

When questions arise during this course, please remember to check these sources for an answer:

1. Course Syllabus
2. Schedule of Activities
3. Announcements in Blackboard
4. The “Ask the Instructor” discussion board

If you cannot find an answer to your question AND the question and answer would benefit the entire class, please post your question to the “Ask the Instructor” discussion board. Posts on this discussion board can have replies from fellow students who may have the same question or know the answer and answers by the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, please contact the instructor via email and/or Course Messages. Please allow 24/48 hours for the instructor to respond. You can find your instructors email and contact information on Blackboard and the Biology Weebly site:

Biology Faculty: <http://biology-irsc.weebly.com/full-time-faculty---websites-and-office-information.html>

Adjunct Faculty: <http://biology-irsc.weebly.com/find-adjunct-faculty-and-tlss.html>

Technical Lab Specialist (TLS): <http://biology-irsc.weebly.com/find-adjunct-faculty-and-tlss.html>

| |
|-----------------------------------|
| Instructor of Record, IOR: |
| Email: |

On Day 1 of your lab class, your Instructor will introduce themselves as the **Instructor of Record (IOR)** for this course. **Please write their name and contact information above** (both can also be found with the links provided). The IOR is responsible for the selection of experiments and exams developed and approved by Biology Department Faculty, approves all assignments, and assigns the student's grade for the course. In addition to the IOR, a **Technical Lab Specialist (TLS)** may also be assigned to this course. The role of the **TLS** is to facilitate the performance of the assigned experiments within the laboratory setting. The **TLS** also assists with the grading of assessments under the direction of the course instructor and other biology faculty. If you have any questions or concerns, please first try to work with the course **TLS/IOR**. If the issue cannot be resolved, Lab Coordinator Sarah Rodgers (772-462-7149, srodgers@irsc.edu) is also available to assist. **Any correspondence must include the student's name and course reference number.** The IOR/TLS/Coordinator will generally respond to the student within 2 business days (*note: failure to include name and reference number in initial correspondence, may result in delayed to no response*). The IOR reports the grade the student earns over the course of the semester and will issue any incompletes (I) or withdrawals (W) that are needed.

GRADES:

The final course grades are based on the following categories:

- ~75%, 400 points – Practical Exams (4 at 100 points each)
- ~19%, 100 points – Worksheets for each Unit (4 sets at 25 points each)
- ~6%, 30 points – Drag and Drop exercises in digital manual
- ~1%, 5 points – 1st assignment

Course grades are assigned on the following basis:

- A:** 90% - 100%
- B:** 80% - 89%
- C:** 70% - 79%
- D:** 60% - 69%
- F:** below 60%

Students must continually complete assignments/exams over the semester. It is the student's responsibility to be aware of all due dates. All online assessments are due at the time posted. It is your responsibility to complete the work on time and submit it. Remember all electronic communication is time stamped. Please review the make-up and late policy posted below.

Grades will be posted on Blackboard, but technical and human errors may not reflect the true grade in Blackboard. Instructors reserve the right to manually calculate grades to verify the blackboard grades. It is the student's responsibility to monitor their grade and to approach the instructor if any grade discrepancy is noted within Blackboard. **Instructor contact must be administered promptly**, as last-minute concerns cannot always be addressed or remedied.

W = Student Withdraw, deadline is October 25, 2021. Please contact the instructor before withdrawing.

I = An Incomplete for passing students is only given in EXTREME cases. Students must be passing the course, the incomplete **must be approved by the IOR**, and are only given on a case by case basis.

If a student withdraws from the course, the student must email both the TLS and IOR. A “W” is submitted through students and their advisors. The IOR will respond with a confirmatory email that the student has been withdrawn once the workday process is complete. Requests for Instructor Withdrawal (WI) after the student has taken the final exam are prohibited. If you are concerned about your grade and the Student Withdrawal date has passed, then you need to discuss “WI” with your Instructor before taking the final exam.

ASSESSMENT POLICIES:

Students are responsible for knowing their exact dates and times of their assessments as listed in the **Schedule of Activities!!** Assignments and due dates may be changed with advance notice via Blackboard announcements and Rivermail. Please review the following policies for each type of assessment.

Worksheets: For each exercise, there will be a worksheet. You will turn in the worksheets for each Unit as one document.

- Print the worksheet(s).
- Handwrite your answers (no typing, no copying and pasting).
- You will complete the worksheets for that Unit (for example, Unit 1 is Exercise 1-3).
- Scan the worksheets for that Unit as one document. If you do not have a scanner, you can take pictures of the worksheets with your phone and upload them into a Powerpoint.
- Make sure we are able to read your answers!
- Uploading the document as a PDF or PowerPoint is safest. If we cannot download your document, you will not get credit.

- Upload the document to the Dropbox in Blackboard for that Unit (emailed worksheets will not be accepted).
- Worksheets must be turned in prior to the start date of that Practical Exam (we want to make sure you are completing and reviewing the work in plenty of time to study).
- Keep your worksheets (it's a good idea to put them in a binder) – you will need to review them at the end of the semester for the Comprehensive Final Practical.

Drag and Drop Exercises: In the digital lab manual, there will be drag and drop exercises of all of the plant, animal, and organ models. These exercises will be for Units 2, 3, and 4.

Practical Exams: Students are responsible for knowing the exact dates and times of the Lab Exams listed in the **Schedule of Activities**. Practical Lab Exams will be given in the Lab and will be **timed** Practical exams, in which the students will view pictures of models, specimens, etc. and will be expected to answer questions. Students will not be able to return to a question and the questions are timed. If you do not make it to lab for your exam, your instructor may choose to give you a make-up (it is at the instructor's discretion). However, there will be an automatic 25% reduction in the grade.

LATE SUBMISSION POLICY:

Late work is not permitted. This course is organized so you have plenty of time to complete each weekly unit. It is YOUR RESPONSIBILITY to manage your time so that work is submitted on time. It is strongly advised that most work is completed before the day it is due IN CASE you experience loss of computer or internet and/or experience software issues that prohibit you from finishing the work on time. *Schedule your work, activities, and personal needs around the Schedule of Activities Dates as there is no flexibility to “catch-up” as labs are changed (or locked) weekly and cannot be “set-up” again.*

MAKE-UP POLICY:

There are no exceptions to the due dates of the worksheets and drag and drop assignments. Please plan ahead. If you miss your practical, your instructor can choose to give you a make-up practical (it is at the instructor's discretion). However, there will be an automatic 25% reduction in the grade. Work not fully completed will receive less than 100% (grade determined by amount completed).

If awarded an Incomplete “I”, the student and the faculty must arrange a time frame to complete all missing work during the next sequential semester. A document with due dates for missed work will be generated by the instructor and agreed upon by the student. If any of these due dates are missed, a zero will be assigned as the grade for the assessment.

ATTENDANCE:

Beginning of the Term Attendance Verification. IRSC requires instructors to mark student attendance at the beginning of the term for financial aid purposes. To be marked as attending the course, students must log into their Blackboard course, complete the contract and upload it to the Dropbox by the posted due date on your Schedule of Activities (SOA). Failure to do so by this date will cause the student to be marked as non-attending and they will be automatically dropped.

Weekly Attendance. You must attend lab at your scheduled time. You must also attend the Practical Lab Exams at your scheduled time.

Blackboard Collaborate. Collaborate review sessions are at the instructor's discretion and the date and time will be announced based on student request. To effectively utilize any collaborate discussion or review session, preparation is required on the part of the student. The student should keep up with reading the assigned laboratory exercises **before these sessions** to become familiar with details.

EXTRA CREDIT:

No extra credit is given.

CHEATING/PLAIGURISM:

Cheating of ANY kind **WILL NOT** be tolerated by this Department or the College. Anyone caught cheating will automatically receive a minimum of a zero for that assignment/test and can result in an F in the course. Anyone who witnesses this inexcusable behavior and does not report it is also considered to be guilty of improper conduct.

Please review IRSC's policy on Plagiarism: <https://irsc.libguides.com/copyright/plagiarism>. This course follows the same policy. Plagiarism on an assignment is subject to a zero grade.

TECHINICAL REQUIREMENTS FOR ONLINE COURSES:

1. IRSC RiverMail:

Students must be able to log into IRSC's email system, RiverMail, every 48 hours (or two days) to see if there are updates regarding your course. You can forward your RiverMail to any other mail system, but YOU are responsible for this system to be reliable. Failure to check your email may result in missed information essential to your course success.

2. IRSC Computer Requirements:

Students must have a reliable computer and an Internet connection throughout the course, **with a microphone and camera for exam testing.**

For Exam testing, students will be instructed to [download Honorlock](#), an online proctoring service and have a valid photo id. Information on Honorlock can be found at <https://www.irsc.edu/admissions/honorlock.html> and details will be provided in the course.

3. Blackboard Learning Management System (LMS):

The entire course is constructed within the students Blackboard course shell, thus students should expect to spend a significant amount of time each week within this system.

Blackboard LOG IN:

USERNAME: Student ID number (no dashes)

PASSWORD: IRSC web registration/pay pin

Blackboard preferred browsers are Google Chrome and Mozilla Firefox.

If you need assistance with Blackboard, please review the [Blackboard Help Videos](#) by clicking on the link provided on the course menu.

Technical Support: If you can't find your answer within the Blackboard Help Videos section, visit the [Blackboard Help Center](#) or call 772-462-7480 or email the help desk at helpdesk@irsc.edu

ADDITIONAL STUDENT RESOURCES:

Biology website: <http://biology-irsc.weebly.com> is a resource that list Biology faculty, instructor, and staff contacts, provides information on all offered courses, lists information on both the AA and BS guided pathways as well as other information.

Library: The Miley Library serves as IRSC's main library. A library is an information place providing professional assistance, library books and media, and access to the library's electronic resources. Each branch campus also has a library. Additionally, there is an extensive online database system also available through IRSC's website as well as useful libguides on plagiarism, citations, and more. <https://irsc.libguides.com/c.php?g=824505> and www.irsc.edu

Tutoring: If the student is not earning the grade, they desire then it is the student's responsibility to contact the instructor for academic support/suggestions. In addition to receiving instructor help, please utilize the following services. Tutoring is provided by the IRSC ASCs. It's free! The ASC has also made virtual tutoring. <https://irsc-asc.weebly.com/> Additionally, you can receive tutoring through the "SmartThinking" link on Blackboard. Use it!

STUDENT ACCESSABILITY SERVICES:

Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities which pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at 772-462-7808, 772-462-7782 or e-mail accessibilityservices@irsc.edu. The **Student is responsible to inform the instructor at the beginning of the semester** so lab managers, staff, and the instructor have ample time to prepare any testing accommodations that will be needed.

NON-DISCRIMINATION AND HARRASSMENT POLICY:

Indian River State College and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. IRSC does not discriminate on the basis of race, color, national origin, ethnicity, sex (pregnancy), religion, age, disability, sexual orientation, marital status, veteran status, or genetic information in its programs and activities. If you have encountered any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, and domestic or dating violence), we encourage you to report this to the Title IX Coordinator. If you report such an incident of misconduct to a faculty member, that faculty member is required by law to notify the IRSC Title IX Coordinator. The following person has been designated to handle inquiries regarding non-discrimination and non-harassment policies: Adriene B. Jefferson, Equity Officer, and Title IX Coordinator, 3209 Virginia

Avenue, Fort Pierce, FL 34987; IRSC Main Campus, W Building, Room 207; (772)462-7156; ajeffers@irsc.edu.

STATEMENT TO STUDENTS:

If you are having trouble in your course, **your first obligation is to work directly with your instructor to resolve the issue.** If you are unable to settle your concerns with the assistance of your instructor, you should contact your Instructor of Record (IOR). If issues are not addressed, you may contact the Department Chair (Dr. Robin Willoughby, 462-7498 or Dr. Jennifer Capers, 462-7556), or the Assistant Dean (Dr. Anthony Dribben, 462-7503) who will assist you or advise you and if necessary help you contact the Vice President (Dr. Heather Belmont, Vice President of Academic Affairs, 462-7215).

SYLLABUS DISCLAIMER:

Syllabus Disclaimer: The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified promptly of any syllabus changes in the course Announcements or course e-mail.