BIOL 1108 Principles of Biology II Laboratory, Section A
Summer 2020 Syllabus

==Blazeview will be the online platform used for this course. Please check Blazeview daily.==

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Office hours:
Please send me an email to my valdosta.edu account with "appointment" in the subject line. When I will receive an appointment request, we can set up a phone call or a video conference (Collaborate Ultra on Blazeview)

Course Description: A laboratory course to accompany BIOL 1108, with exercises dealing with anatomy and physiology of plants and animals.
Prerequisites: BIOL 1107 and 1107L or permission of the instructor. Co-requisite: BIOL 1108.

REQUIRED TEXTBOOK

Online Laboratory Manual: Grove, T. 2015. Biology Lab Manual (Access card only). Available at GreatRiverLearning.com or at the bookstore.

LABORATORY INTRODUCTIONS AND EXERCISES

A PowerPoint presentation with voice-over will be uploaded on Blazeview for each laboratory introduction. The laboratory exercises will include activities such as watching videos, drawings of specimens and processes, picture labeling and written components. Students will need to complete and upload on Blazeview their laboratory exercises weekly (see schedule below for due date/time). A drop box will be set under the "Assessments" tab, in the "Assignments" section.

ASSESSMENTS

Respondus LockDown Browser + Webcam Requirement
This course requires the use of LockDown Browser and a webcam for online quizzes and exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Please see the last page of the syllabus for further instructions.

Assessments will consist of weekly quizzes, take-home assignments, and practical exams.

Online weekly quizzes.
The quizzes will be based on material from the previous week labs. Quizzes will be open **every Monday from 9:00 am to 11:59 pm** (time-limited to 15-20 minutes). Quizzes are closed manual and closed notebook. Students and their environment will be monitored using Respondus

Monitor (camera). Students will not be able to access the quiz unless the camera in their computer is active.

Take-home assignments. There will be 2 take-home assignments (see lab schedule for due dates). Instructions and rubric of the take-home assignments will be posted on Blazeview. Assignments will be turned-in in a drop box on Blazeview, under the "Assessments" tab, "Assignments" section.

Practical exams. There will be two practical exams, one covering the plant section and one covering the animal section. Every student will take each practical exam at the same time (see schedule). The time allowed for the Practical exam will depend on the number of questions. Questions may include pictures of microscope slides, whole specimens and written components. Students and their environment will be monitored using Respondus Monitor (camera). Students will not be able to access the exam unless the camera in their computer is active.

Extra-credit points (up to 10 pts)
Extra-credit points can be earned taking the pre- and post-lab quizzes embedded in the online laboratory manual. These quizzes should be used as a self-assessment tool, on a weekly basis, to better prepare for the practical exams. You will have three attempts for each quiz and the highest grade will count toward the extra-credit point calculation. The grade for each quiz will be automatically uploaded in the gradebook within the online lab manual. The percentage of correct answers (out of 228 questions) will be used to calculate the extra-credit points (e.g. if you have 200/228 correct answers, that is 87.72%, you will earn 8.772 extra-credit points out of 10). The plant section quizzes will close before Practical I and the animal quizzes before Practical II.

Grading
Quizzes (11): 110 points (10 points each)
Practical exam 1: 100 points
Practical exam 2: 100 points
Take-home assignment 1: 50 points
Take-home assignment 2: 50 points
_____
Total laboratory points: 410
Extra-credits: 10 points max. (add to assessment points before dividing by 410)

Grade Scale
A = 90 - 100 %
B = 80 - 89 %
C = 70 - 79 %
D = 60 - 69 %
F < 60 %

ATTENDANCE POLICY

- **Students need to** watch the PowerPoint Lab Introduction and complete the Lab Exercise to meet the attendance requirement for each lab.
- **If you miss a deadline** for either a quiz, exam, lab exercise or assessment submission you must provide documented evidence in order to have an extension. It is the instructor's prerogative to accept the excuse or not.

- Students who **miss three or more labs, with or without a documented excuse** cannot receive a lab grade above a "D" (60%).

CHEATING AND PLAGIARISM

Incidents of cheating or plagiarism will result in **an automatic F for the assignment and referral to The Office of Student Conduct for disciplinary action.** For VSU's Academic Integrity Code please see http://www.valdosta.edu/administration/student-affairs/student-conduct-office/
For VSU's Academic Honesty policies and procedure please see http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-policies-and-procedures.php

LEARNING SUPPORT

The Academic Support Center: The Academic Support Center provides online free peer tutoring. Visit their website at https://www.valdosta.edu/asc/

Title IX Statement: Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, titleix@valosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

Access Statement: Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: access@valdosta.edu.

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, as positive identification cannot be made by this manner.

Laboratory Schedule: BIOL 1108L, Principles of Biology II; Summer Semester, 2020

Date	Topic	Notes
June 10-12	**Lab 1.** Introduction to Basic Statistics	**June 14 (Sun) 11:59 pm** Exercise 1 due in BV drop box
June 15-19	**Lab 2**. Nonvascular, Seedless Plants: Mosses, Liverworts, and Hornworts **Lab 3.** Vascular Plants: Ferns, Gymnosperms and Angiosperms	**June 21 (Sun) 11:59 pm** Exercise 2 and 3 due in BV drop box
June 22-26	*June 22: Quiz-Lab 2 and Lab 3 by 11:59 pm* **Lab 4.** Plant Cells, Vegetative Organ Structures, and Patterns of Growth **Lab 5**. Angiosperm Development	**June 28 (Sun) 11:59 pm** Exercises 4 and 5 and **Assignment 1** (Lab 1) due in BV drop box
June 29	*Quiz-Lab 4 and Lab 5 by 11:59 pm* Lab 6. Growth and Transpiration	**July 5 (Sun) 11:59 pm**: Exercise 6 due in BV drop box
July 3	**Independence Day Holiday**	
July 6	*Quiz-Lab 6 by 11:59 pm*	
July 7 (Tue) 1:00 pm	**Lab Practical I (Plants)**	**Extra-credit plant quizzes closing 11:59 pm**
July 7-11	**Lab 7.** Diversity of Porifera, Cnidaria, Platyhelminthes, and Annelida **Lab 8.** Diversity of Mollusca, Nematoda, Arthropoda, Echinodermata, and Chordata	**July 12 (Sun) 11:59 pm**: Exercise 7 and 8 and **Assignment 2 (Lab 3) due** in BV drop box
July 13-17	*July 13: Quiz-Lab 7 and Lab 8 by 11:59 pm* **Lab 9.** Introduction to Animal Tissues **Lab 10.** External and Internal Anatomy of the Fetal Pig	**July 19 (Sun) 11:59 pm**: Exercise 9 and 10 due in BV drop box
July 20-24	*July 20: Quiz-Lab 9 and Lab 10 by 11:59 pm* **Lab 11**. Sensory Systems **Lab 12.** Cardiovascular System	**July 26 (Sun) 11:59 pm**: Exercise 11 and 12 due in BV drop box
July 27	*Quiz-Lab 11 and Lab 12 by 11:59 pm*	
July 29 (Wed) 1:00 pm	**Lab Practical II (Animals)**	**Extra-credit animal quizzes closing 11:59 pm**

Respondus LockDown Browser + Webcam Requirement

Download Instructions

You can download and install the Respondus LockDown Browser from this link
https://download.respondus.com/lockdown/download.php?id=172232681

You can also download it from the practice quiz on Blazeview:

- Select the quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser"
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

Guidelines
When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)

- Remember that 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

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it