

LAB SYLLABUS

Lab Instructor: Dr. Pope

Email: jillian.pope@famu.edu or message via Canvas. *I will get back to you within 24-48 hours*

Office: Old Dyson Pharmacy 222-B

Phone: (850) 599-8828

Office Hours: W 10 – 11:15 am; R 3 – 4:30 pm or *by appointment*

BE SURE TO READ THIS SYLLABUS CAREFULLY AND PAY CAREFUL ATTENTION TO ALL INFORMATION. THIS WILL SERVE AS THE CONTRACT AND POLICY THAT WILL GUIDE THIS COURSE.

Course and Office Hours Schedule during current term:

Monday	Tuesdays	Wednesday	Thursday	Friday
	Lab: 8 – 10:30 am	Office Hours: 10-11:15am	Office Hours: 3-4:30pm	

Office Hours: Will be held virtually and in-person with sign-up available via Canvas. *Additional appointment times available with email request.*

Required Materials:

“Text”/Access Code: BSC 1010 Laboratory Manual, by *Biology Faculty*, Burgess Publishing Co., 1995, available at FAMU bookstore.

Computer/Laptop: Exams will be taken during the scheduled class session using Respondus Lockdown Browser. If you have a Chromebook or device unable to download Lockdown Browser, you will take your exam during class under my direct supervision. *iPads with Lockdown Browser are allowed.*

Course Description and Objectives: This survey laboratory is designed to expose biology majors to basic principles of biology through experiments and other procedures to reinforce material that has been or will be covered in the associated lecture. Develop an understanding of the process of science. Develop an understanding of the basic unit of life, its complexity and diversity. Develop an understanding of the basic principles of heredity and how they relate to inheritance of traits in humans. Develop an appreciation of the organization of living organisms.

Other Important Information:

FAMU OPERATOR: 850-599-3000

Biology Office: Dyson, Suite 200;

Tutorial Room: Jones Hall Room 214

Telephones: (850) 599-3907, 599-3908

Tutorial Room hours: 8:00AM-6:00PM

BSC 1010 LAB SCHEDULE*

Week of	LAB TOPIC	Lab Manual Reading
August 28	Introduction: Lab Ethics/Attendance Quantification & Representation of Data	Chapter 1
September 4	Labor Day- Holiday	* No Class
September 11	Microscope and Cell	Chapter 2, 3
September 18	Chemistry of Life	Chapter 4
September 25	TEST#1 Lockdown Browser	Chapters 1-4
October 2	Cell Membrane	Chapter 5
October 9	Enzymes Lab	Chapter 6
October 16	Photosynthesis	Chapter 7
October 23	Corn Planting/ TEST#2 Lockdown Browser	Chapters 5-7
October 30	Mitosis & Meiosis	Chapters 8, 9
November 7	Veterans Day- Holiday (Friday Nov. 10)	* No Class
November 13	DNA/RNA/Protein Mendelian Genetics	Lecture Handout/ Worksheet Chapters 11, 12, 13
November 21	Thanksgiving Holiday (November 26,27)	* No Class
November 28	**Oral presentations*** Chi-Square Data Analysis	
December 4	TEST#3 Lockdown Browser	Chapters 8,9,11,12,13 and Handouts

**subject to changes by Instructor

There is no make-up exam in this lab.

Grades: Your overall grade will be determined by following activities.

	<u>POINTS</u>	<u>Letter Grade</u>
Lab Exam 1	100	A: >90%
Lab Exam 2	100	B: >80%
Lab Exam 3	100	C: >70%
Lab Reports (50)	50	D: >60%
Presentation (20)	20	F: <59%
Total Possible Points =	370	= 100%

Expected Learning Outcomes: A student who successfully completes this course will be able to:

- Define or describe the general terms, structures and concepts associated with each of the major topics discussed.
- This outcome will be assessed by examinations in the laboratory.
- Demonstrate oral and written communication skills.
- This outcome will be assessed by examinations in lab, the scientific paper (lab report), and one oral presentation.
- Be able to analyze and interpret data, and critically interpret scientific information.

These outcomes will be assessed by examinations in lecture and laboratory. Additionally, case studies, data interpretation will be included on worksheets and lab exercises. These learning outcomes correspond to the “Academic Learning Compacts” of the Department of Biology at Florida A&M University. Please see following web site for a complete explanation http://www.famu.edu/assessment/assessment_ALC.php

Biology Education Requirements: This course covers Sunshine State Standards: Process of Life (F.1) & Nature of Science (H.1, H.3)

-Safety rules and lab report due dates will be discussed in the 1st lab. All presentation will be carried out before December 8th, 2023 and graded using a presentation rubric. *

Attendance: All labs are mandatory. Attendance will be taken for each class. Speak with your instructor if there is any cause for you to miss a lab session or an exam, follow this with an official excuse from the office of your college Dean. These two jointly will be considered as excused absent. You must arrive in lab on time, remain the entire lab periods, and not be disruptive. **Since this course is one (1) credit hour, you are allowed ONLY ONE (1) UNEXCUSED ABSENCE. If you miss 2 lab sessions or more, at the discretion of the instructor, you may be assigned an “F” grade for the course.**

Professionalism-- Students are expected to act in a professional manner in dealing with all matters pertaining to this course. **Cheating is NOT TOLERATED**, so please plan on receiving a **ZERO** for any assignment / exam in which you choose not to act in a professional manner, in addition a grade of "F" in the course will be assigned, and a report to the Office of the Dean will be submitted. Whenever another person's written work is utilized, whether it is a single phrase or longer, quotation marks must be used and sources cited. Paraphrasing another's work, i.e., borrowing the ideas or concepts and putting them into one's "own" words, must also be acknowledged.

Examination Instructions:

- Please note when your exams will be given.
- Please understand that ALL Exams are taken online using the **Respondus Lockdown Browser**. You will find directions on Canvas to download the browser and ensure your computer has the proper specifications.
- Cell phones must be turned off during the exam. Ringing cell phones will result in point deduction from exam.
- All cell phones, smart watches, other electronic devices other than device used for the exam will be put away at the front of the room, or in the lab drawer/cabinets.
- Cell phones are NOT to be used as a calculator during the exam.

Other Lab Policies and Lab Safety:

- **Cell phones/electronics** should be turned off/ SILENCED and PUT AWAY on entering the lab. No text messaging or answering any call during lecture. The student will be asked to leave the lab and marked absent for that class period.
- Cheating of any kind is NOT tolerated. Violations of the FAMU Honor Code will warrant an automatic zero and will be reported.
- Eating, drinking, and chewing gum are expressly forbidden and **ABSOLUTELY NOT** allowed in the laboratory. If you have water bottles, keep them in your bags; they cannot be sitting on the lab benches.
- Be prepared to work when you arrive at the laboratory. Familiarize yourself with the lab procedures before beginning the lab. For group work each student should interpret data and answer questions separately unless directed otherwise.
- Clothing should be appropriate for working in the lab. Ideally, dress for lab should include A WHITE LAB COAT, long pants, shoes which cover the entire foot AND hair must be tied up. **ALL PARTS OF THE BODY SHOULD BE COVERED FOR SAFETY REASONS.**
- Do NOT taste, touch, or smell any reagents unless directed to do so by your teacher.
- Be careful when working with flammable and combustible materials which include but not limited to alcohol, ether, and acetone.

Special Needs - if you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance please do not hesitate to contact me. Additionally, if you have special needs regarding exams, you may contact the Learning Development and Evaluation Center, (850) 599-3180, for assistance.

Withdrawal:

The last day to withdraw from the class is **November 9, 2023**. Students must obtain proper Administrative paper work to officially withdraw. Students who simply stop attending class without officially withdrawing from the course will receive a zero on missed exams and assignments and a final grade reflecting incomplete course work.

Official Excuse:

Only an official university excuse will be accepted. Speak with your instructor if there is any cause for you to miss a lab session or an exam, follow this with an official Dean's excuse within ONE WEEK of the absence. These two jointly will be considered as excused absence.

FLORIDA A&M ACADEMIC HONESTY POLICY

Policy Statement and Purpose: Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. **Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.**

II. **Academic Honesty Violations** include, *but are not limited to*, committing the following:

- A. Giving or taking information or material wrongfully to aid yourself or another student in academic work;
- B. Plagiarism to include copying work created or published by others, paraphrasing, or using ideas from a source without proper attribution;
- C. Looking at or copying another student's work, or allowing another student to look at or copy your work;
- D. Talking or otherwise communicating with another student during quizzes, tests or writing assignments, unless instructed to do so;
- E. Removing test materials or attempting to remove them from an examination room or office or elsewhere [to include copiers and printers], stealing, buying, selling, or referring to a copy of an examination before it is administered;
- F. Having others edit or rewrite your assignments, except with instructor approval;
- G. Using work from other classes without prior approval from the proper instructor;
- H. Using copyrighted stories, pictures, graphics, logos and other content without proper permission, including from the Internet, even if these works have been modified by the student;
- I. Using electronic devices for plagiarism, cheating, deception or collusion (a secret agreement between two or more persons for a deceitful purpose);
- J. Falsifying records or giving misleading information, oral or written;
- K. Assisting in any academic honesty violation;
- L. Receiving any materials or information from a fellow student or another unauthorized source during examinations;
- M. Obtaining, distributing, or referring to a copy of an examination, which the instructor or Department has not authorized to be made available;
- N. Any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor, i.e. removing or destroying library or other source materials;
- O. Tampering with another student's work;
- P. Altering grades or any other records related to the academic performance of students;
- Q. Submitting false records or information in order to gain admission to the University;
- R. Falsifying or inventing information, data, or citations; and/or
- S. Any other form of academic cheating, plagiarism, or dishonesty.

DEPARTMENT OF BIOLOGICAL SCIENCES
PROCEDURE FOR RESOLVING STUDENT-FACULTY CONFLICT

The Department of Biological Sciences has the following procedure in place with aim to resolve student-faculty conflicts. Application of these procedures is part of the department's commitment to be in line with University's Motto of "Excellence with Caring".

- It is suggested that the student who has a specific conflict first discuss his/her concern with the instructor in question during office hours.
- In an event where the student cannot resolve the concern with the instructor, the student should submit a detailed written statement of the problem to the department Chairperson.
- The Chairperson will discuss the student's complaint with the instructor.
- The instructor shall provide a written response to the Chairperson.
- If deemed necessary, the Chairperson will arrange a meeting with both the instructor and student.
- If either party feels the conflict is still unresolved, the Chairperson will forward response/recommendation to the Dean's office.

GUIDELINES FOR COVID-19

Wearing a face covering in public can help prevent the spread of COVID-19 in the community. In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, it is recommended that everyone wear a face covering in university buildings, including classrooms. You are advised to wear a face covering appropriately (i.e., covering both your mouth and nose) in the building, attending class in person. Everyone is expected to wear one while inside any university building or public space in which social/physical distancing cannot be observed. Face coverings other than those provided by the University are acceptable so long as they provide appropriate coverage (mouth and nose).

All members of the University community must commit to doing their part to "Protect the FAMUly," by observing protective measures, including **self-screening**. Members of the University community are expected to use the self-screening assessment in the FAMU Mobile App once each day, prior to going to campus or class.

If you have not already, download the FAMU Mobile App (available in App Store or Google Play). Click the hamburger menu. Then click on self-assessment. You will have to log in with your iRattler credentials. Take the assessment and your answers will determine if you are able to proceed to class or campus. Please direct related questions to Tanya Tatum, Director of Student Health Services, at tanya.tatum@fam.u.edu

Please take the self -assessment daily to reduce the chances of community transmission of COVID-19.

What to do if you feel sick or have any signs of illness:

- Do not come to class.
- Send your instructor an email or Canvas message to notify of your symptoms and contact Student Health. They will advise you and may suggest you go immediately to the FAMU testing site to be tested for Covid19. **You will still need to get an excuse for the missed class. (Dean's excuse or Student Health excuse)**
- Follow up with instructor to keep informed and provide a written excuse from Student Health.
- Remember, it is your responsibility to follow up with your instructor concerning any missing work/assignments for any time missed from class.

House Bill 7 (HB7) Conformity: Fundamental to the institution's mission is support for an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea presented can be tested by critical peer review and rigorous debate, and that the idea is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it. *(Note: Adapted from suggested language from UCF.)*

Mental Health Statement: Being successful in this course is dependent on many factors, including your personal well-being. As a student you may experience a range of stressors that can cause barriers to learning and impact your overall health. These may include anxiety, high levels of stress, depression, trauma, grief, and strained relationships. You are a priority and there are a number of people at FAMU waiting to assist you in your academic journey. Please reach out to me if you are experiencing any type of difficulty that may impact your success in this course. In addition, the Office of Counseling Services (OCS) offers FREE, confidential, virtual and in-person counseling for enrolled students. To learn more, [visit the OCS' website](#) or call (850) 599-3145.