FALL 2014 SYLLABUS: Biodiversity Laboratory

Course Title: BSC 2011L–521 (CRN: 93881) – Biodiversity Lab
Hours: Tuesdays, 2:30–5:30 PM

Instructor: Dr. Justin Perrault Office location: MML 2003 or MML Research Laboratory #224
E-mail: jperrault@usf.edu Office hours: Tuesdays 12:30–2:30 PM or by appointment
Alt E-mail: jperrault@mote.org* Phone: 941.388.4441 X 213
*Please only use this email if there is an emergency

Introduction and Objectives – This course is a hands-on introduction to biodiversity. You will become familiar with evolutionary theory, many groups of organisms and the scientific classification scheme and accumulate practice in identifying and classifying organisms and dissection. It is imperative that you keep up with the work on a weekly basis and be prepared for class. Each week, you will be required to read the assigned lab exercises and complete an online quiz BEFORE coming to lab in preparation for the hands-on exercises. Quizzes will be posted one week in advance of each lab and you will have one attempt to complete them. The scores will be counted as part of your quiz grade, with each quiz worth 20 points. This lab is SELF-DIRECTED. Your TA is here to guide you through a discovery process, not tell you what to memorize. You will only earn an “A” if you take the initiative to understand the concepts by seeking information outside of the scheduled lab time.

Attendance and Make-Up Policy – You are required to attend every lab exercise and to arrive on time. Absences will be excused for documented emergencies ONLY. Documentation may include a doctor’s note (for an illness, not routine care), summons for jury duty, funeral record or similar personalized documentation. Lab absences due to inclement weather, unless classes are canceled as a result of University closure, do not represent extenuating circumstances. If you anticipate missing a lab as a result of a religious holiday, you must inform your instructor in writing by the second week of class and provide documentation of your religious obligation. Make-ups must be arranged with your instructor and must be completed during the same week as the missed lab because materials are removed at the end of each lab. If you miss your normal lab session but make it up later in the week with a DOCUMENTED excuse, you will not be penalized. IMPORTANT: Because of the hands-on nature of labs, more than two absences, whether excused or unexcused will result in a grade of “F” for this course.

Laboratory Participation Policy – This course requires the use, manipulation, or euthanasia of live animals or the use of preserved animals as an indispensable part of the laboratory exercises. By enrolling in these courses, a student agrees to participate in the laboratory experiments that utilize live or dead animals. Although a student who objects on the basis of religious or moral grounds need not participate directly in the euthanasia or dissection of tissues, the student is expected to participate in data collection and take quizzes and practicals using dissected animals. Failure to participate will have a negative impact on the final grade in the course. It is the student’s responsibility to bring up any concerns to the instructor by the completion of the first laboratory session. All protocols for the use of animals in this course have been approved by the USF IACUC and adhere to State and Federal regulations.

Materials Required –
- Dissecting kit (includes scalpel, extra blades, forceps, tweezing needle)
- Regular internet access from home or on campus
- Access to a printer at home or on campus
- Safety goggles (optional, but are good to have)
- Calculator (for the first lab and practical)
- Camera (optional for taking pictures of slides)

Note: Students are required to access Canvas. You must check Canvas and your USF email on a weekly basis for information posted by your instructor.
Grading – Grades will be updated weekly in the course Grade Center on Canvas. It is each student’s own responsibility to keep track of his/her grades and to contact the instructor within two weeks of receiving a grade if there are any discrepancies or questions. After this time, grades will not be open for review. Your lab grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Grading Component</th>
<th>Points Possible</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Quizzes</td>
<td>200 points</td>
<td>40%</td>
</tr>
<tr>
<td>Midterm Practical</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Final Practical</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Final Lab Manual Check</td>
<td>050 points</td>
<td>10%</td>
</tr>
<tr>
<td>Participation</td>
<td>050 points</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500 points</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

The standard college scale will be used (final averages will be rounded up):

- A+: >96.5% (>482.5 points)
- A: 92.5–96.4% (462.5–482 points)
- A-: 89.5–92.4% (447.5–462 points)
- B+: 86.5–89.4% (432.5–447 points)
- B: 82.5–86.4% (412.5–432 points)
- B-: 79.5–82.4% (397.5–412 points)
- C+: 76.5–79.4% (382.5–397 points)
- C: 72.5–76.4% (362.5–382 points)
- C-: 69.5–72.4% (347.5–362 points)
- D+: 66.5–69.4% (332.5–347 points)
- D: 62.5–66.4% (312.5–332 points)
- D-: 59.5–62.4% (297.5–312 points)
- F: <59.4% (<297 points)

There is NO CURVE and NO EXTRA CREDIT. Make sure you understand and follow directions! Note: the instructor reserves the right to make adjustments to the final course grades. Any such adjustment would be determined at the end of the semester after all grading has been completed.

**Online Quizzes** – You will have an online quiz worth 20 points every week (except for the first week and the weeks of the practicals). Quizzes will cover what you did in lab the week prior and reading ahead for the following week (e.g., quiz 1 will cover what you did in lab 1 and reading ahead for lab 2). Quizzes represents 40% of your grade. Quizzes will be posted and opened one week in advance of each lab and you will have one attempt to complete them. Quizzes are timed (1 minute per question); therefore, it is imperative that you read ahead and take notes before taking each quiz. Quizzes will close at 11:59 PM on the night prior to the lab period in which they are due (e.g., Quiz 1 is due September 1 at 11:59 PM). Any quiz that is not taken before the deadline will result in a zero for that quiz.

**Practicals** – You will have a midterm practical (Labs 1–6) and a final practical (Labs 7–12) each worth 100 points (40% of your total grade). They will be given during your regular lab period. The practicals will be broken up into 30 stations (2 questions per station) and will be timed (1 minute per station or 30 seconds per question). Practical includes short answer, fill-in-the-blank, multiple choice questions and identification of specimens (plus some bonus questions, which serve as extra credit). A mock practical example will be given to ensure understanding of this exam type.

**Lab Manual** – Your lab manual contains questions and vocabulary. It is required that you answer each question in your lab manual and do the vocabulary for each exercise. I will not be checking this weekly, but instead will check it at the end of the semester during your final lab practical. The lab manual check is worth 10% of your grade. Most of the questions can be answered during the laboratory period; however, the “Questions for Review,” “Applying Your Knowledge” and “Vocabulary” must also be completed (the vocabulary should be done outside of the lab period).

**Participation** – Participation is worth 10% of your grade (5 points/week except for first week and weeks of the practicals). This includes attendance, preparedness, participation in daily lab activities, cleaning up, etc. This portion of your grade is a “gimme” as long as you show up and do the work.
<table>
<thead>
<tr>
<th>Date</th>
<th>Exercise</th>
<th>Assignments</th>
<th>Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 26</td>
<td>1: The Microscope (pp 1–18)</td>
<td>Exercise 1</td>
<td>None</td>
</tr>
<tr>
<td>Sep 2</td>
<td>2: Kingdom Monera (pp 19–36)</td>
<td>Exercise 2</td>
<td>Quiz 1 due</td>
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<tr>
<td>Sep 9</td>
<td>3: Kingdom Protista (pp 37–56)</td>
<td>Exercise 3</td>
<td>Quiz 2 due</td>
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<tr>
<td>Sep 16</td>
<td>4: Kingdom Fungi (pp 57–80)</td>
<td>Exercise 4</td>
<td>Quiz 3 due</td>
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<tr>
<td>Sep 23</td>
<td>5: Plant Diversity I (81–126)</td>
<td>Exercise 5</td>
<td>Quiz 4 due</td>
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<tr>
<td>Sep 30</td>
<td>6: Plant Diversity II (pp 127–156)</td>
<td>Exercise 6</td>
<td>Quiz 5 due</td>
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<tr>
<td>Oct 7</td>
<td>Practical 1</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Oct 14</td>
<td>7: Animal Diversity I (pp 157–178)</td>
<td>Exercise 7</td>
<td>Quiz 6 due</td>
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<tr>
<td>Oct 21</td>
<td>8: Lower Invertebrates (pp 179–206)</td>
<td>Exercise 8</td>
<td>Quiz 7 due</td>
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<tr>
<td>Oct 28</td>
<td>9: Higher Invertebrates (pp 207–228)</td>
<td>Exercise 9</td>
<td>Quiz 8 due</td>
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<tr>
<td>Nov 4</td>
<td>10 &amp; 11: Vertebrate Diversity/Shark &amp; Frog Dissection (pp 229–270)</td>
<td>Exercise 10 &amp; 11</td>
<td>Quiz 9 due</td>
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<tr>
<td>Nov 11</td>
<td>Veteran’s Day: No Lab</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Nov 18</td>
<td>12: Mammalian Classification (pp 271–296)</td>
<td>Exercise 12</td>
<td>Quiz 10 due</td>
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<tr>
<td>Nov 25</td>
<td>Practical 2</td>
<td>Final Notebook Check</td>
<td>None</td>
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* Lab Exercises are subject to changes or modification. Your instructor will notify you of any changes.

** The last day to withdraw from a course without academic penalty is Saturday, November 1st. Students who drop BSC 2011L will automatically be dropped from BSC 2011. Students who drop BSC 2011 may remain enrolled in BSC 2011L by submitting a petition form the week prior to the drop date.
USF Sarasota-Manatee Policies and Procedures

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Academic Disruption
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Contingency Plans
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator: 359-4714; email: disabilityservices@sar.usf.edu and website: http://usfsm.edu/disability-services/

Fire Alarm Instructions
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See information available on the USFSM student and faculty webpages at www.usfsm.edu

Religious Observances
The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

Emergency Preparedness
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness See information available on the USFSM student and faculty webpages at www.usfsm.edu

Web Portal Information
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. Therefore it is the student’s responsibility to check their USF email regularly.

Instructor Copyright
Students may not sell notes or other course materials.
**Safety** – These are general guidelines. Your TA will thoroughly cover safety in class on the first day of lab. The following rules are strictly enforced:

1) No eating, drinking, or smoking in labs.
2) Backpacks and coats should be stored in shelving units provided.
3) Goggles are to be worn when any chemical, in any amount, is used including preservatives and stains. You will be asked to leave and will be counted absent without them.
4) Appropriate footwear must be worn at all times. The feet must be adequately covered (the foot must be totally covered up to the ankle). Therefore sandals, backless and open-toed shoes are not acceptable. You will be counted absent and asked to leave if footwear is inappropriate.
5) No tank tops, halter tops, or midriff shirts are allowed. Your clothing must cover your skin to your ankles. You will be asked to leave and counted absent without proper clothing.
6) When using flames, roll up sleeves and tie back hair. Keep alcohol away from flames. Turn off the burner when finished.
7) Keep your jewelry minimal.
8) Report accidents (no matter how minor) and emergencies to the TA immediately.
9) Follow instructions.