

Biology 106L **Syllabus**
Biological Principles I Lab
Spring 2021

Monday 2:00 – 4:45pm
Ticket Number 18584

Instructor: Amanda Chiachi

Email: amanda.chiachi.418@my.csun.edu (email through canvas preferred)

Zoom link:

<https://csun.zoom.us/j/4814581723?pwd=YUQ3eDFyUGIzYTd6SWg4amtCdElKdz09>

Password: 106Lab

Virtual Office Hours: Monday 2:45 – 3:45pm or by appointment

Course Website: Canvas

Attendance:

BIOL 106L is a “FOI” (“Fully Online Intermittent”) course this semester. You are expected to attend weekly virtual class meetings on Zoom. Your attendance is required but these Zoom class meetings will be short -- not the entire 2 hours and 45 minutes time block. You will be responsible for completing most of each week’s lab activities on your own, asynchronously.

Anticipated Absences:

Students who know at the beginning of the semester that they will have to miss more than one virtual class meeting for personal reasons (for example: religious holidays, athletic events, vacations, etc) must enroll in a different lab section (held on days that avoid absence from online class).

Course Description:

This course is designed to accompany BIOL 106 and to illustrate major concepts from your lectures and reading. We will focus on unifying biological concepts, the scientific process, as well as tools and techniques used in biology, while examining the similarities and differences among the diverse organisms that inhabit our world. Although this is typically a hands-on course, we have done our best to provide an online experience in which you will learn foundational techniques for future biology courses.

Required Materials (download it from Canvas):

- Lab Manual: *A Laboratory on Biodiversity*.

This is an iBook, and it can only be read on an iPhone, iPad, or a Mac running OSX 10.9 or newer. Alternatively, you may use the PDF posted on Canvas, but it is not nearly as good, and you will need to use the iBook version to complete certain assignments and get ahead on studying.

CSUN’s Department of Biology is in the process of editing the BIOL 106L Lab Manual to more appropriately reflect our commitment to diversity and tolerance. Because inclusivity is a Departmental priority, the next edition of the Lab Manual will better depict our responsibility to respect and support our students.

Recommended Materials:

- Notebook or composition book for use as your personal lab notebook
- Pens and/or pencils that are good for drawing and note-taking

OR

- App that can be used to create and annotate your personal electronic lab notebook
- Electronic stylus that is good for drawing and note-taking

The purpose behind a lab notebook, either paper or electronic, for this course is to enable students to organize information in a logical and readily accessible way. A well-done lab notebook can be used as a great studying tool, as well as material for review long after the course has been completed.

Grading:

Quizzes	36%	> 93%	A
Discussions	10%	90 - 93%	A-
Highest Lab Reports	13%	88 - 89%	B+
Practical Exam 1	16%	84 - 87%	B
Practical Exam 2	16%	80 - 83%	B-
Participation Activities	7%	78 - 79%	C+
Attendance	2%	74 - 77%	C
TOTAL: 100%		70 - 73%	C-
[Extra Credit 3%]		68 - 69%	D+
		64 - 67%	D
Your lowest scoring quiz and lowest scoring lab report will be dropped from your course grade. This means that one missed lab report and one missed quiz are allowed without penalty (they will be your lowest scores in each category). Any additional missed assignments and/or quizzes will be assigned scores of zero and will hurt your course grade.		60 - 63%	D-
		0 - 59%	F
The availability of extra credit items totaling 3% of the total grade will be announced during the semester. Other extra credit options will not be available.			

Attendance: Zoom class attendance and participation are mandatory. Be on-time for Zoom class meetings! Tardy arrivals are disruptive and will count against your participation score. If you have a good and verifiable reason, you may talk with me about it after class. Presumably, you enrolled in this lab section because it fits into your schedule. Make it work.

Participation: On-time completion of McGraw Hill lab simulations and the other participation activities is expected.

Quizzes: Canvas quizzes are open-book/open-notes. However, you are expected to take these quizzes yourself – collaboration on quizzes is not permitted. You should only attempt to take a quiz when you are ready. Each quiz has a time limit for answering the questions, with only one attempt possible. If you read, watched, and learned the week's information, you should be able to complete them within the allotted time. Your lowest quiz grade will be dropped. Quizzes submitted more than 2 minutes late will be retroactively marked as grades of zero.

Discussions: Canvas discussions will cover topics that we would have explored during in-person on-campus labs. Discussion posts will be graded based on the thoughtfulness of your responses and comments on other classmates' posts. To earn full credit on each discussion assignment, write one meaningful comment, and reply to at least one other student's comment. Late discussion comments and replies will not be accepted. All discussion comments must be relevant to the topic and they must be written in a respectful tone (do not be a troll!).

Lab Reports: Several of the lab reports involve the use of Microsoft Excel and will be turned in on Canvas as either a PDF (.pdf) or Word document (.docx) or Excel (.xlsx) file. Typically, you will be given a data set and then asked to analyze and interpret the data through guided questions. Data sets will be posted on Canvas by your instructor. One of the purposes behind lab reports is to introduce you to some basic statistical analysis methods and to teach you how to apply them to biological data. By the end of this course, you will be expected to read and interpret graphs, and have a basic understanding of how to use Microsoft Excel for data analysis. Your lowest lab report score will be dropped. Late lab reports will not be accepted.

Practical Exams: There will be two practical exams during the semester. These tests will require you to identify biological specimens and/or structures within organisms. Since this course is online this semester, you will be required to examine photos rather than in-person specimens. You will need to know organism names as well as their various anatomical features and key aspects of their life cycles. You will be asked about the functions of organs and the ecology and evolutionary biology of organisms. You may also be asked to describe concepts or techniques that we have covered in the course as well as aspects of the scientific method. To do well on these practical exams: (1) write careful notes in your lab notebook when studying, (2) include meaningful drawings of your observations in your lab notebook, (3) supplement your written and drawn observations with illustrations downloaded from reliable internet sources, and (4) review information each week. We will cover a lot of information this semester. A typical student should expect to need to study/review BIOL 106L info for 2 - 3 hours each week. This study/review time is in addition to the time you spend doing assigned class work! If you fall behind, it will be difficult to catch up.

Unforeseen Situations:

If a significant unforeseen situation arises in our world and an assignment, quiz and/or practical exam cannot be administered to the class on its scheduled day and time, a fair alternative plan will be devised. This will be done with the advice and consent of the Biology Department's

BIOL 106L supervisory faculty. Any such change of plans will be announced on Canvas and via CSUN email and every effort will be made to communicate changes clearly and in a timely manner. It will be your responsibility to adjust to the new circumstances. Negotiation of other options will not be possible.

Missing Class Meetings: Unfortunately, missed class meetings, activities, quizzes, and exams cannot be made up. When an activity is over, it is done. If you have a really good and verifiable excuse for missing an exam, such as a death in the family, serious illness, or military posting, I will do my best to work with you to arrange a different exam at a later date. Also, if you know ahead of time that you will have to miss a Zoom class meeting, I may be able to help you arrange to attend a Zoom meeting for that week's lab taught by a different BIOL 106L instructor (at a different time). Please let me know as soon as possible in advance of your absence if you will need this sort of assistance.

Communication: When I need to communicate with the class, I will contact your CSUN email address. Make sure that your CSUN email is working properly and check it regularly. If you need to communicate with me about important matters, please contact me by email or arrange a Zoom meeting with me.

Non-Coordination With Lecture Course: The lecture (BIOL 106) and lab (BIOL 106L) courses have somewhat overlapping but distinctly different curriculums. Their information is not presented in a coordinated sequence.

Academic Dishonesty: Academic dishonesty (all forms of cheating including plagiarism as well as facilitating cheating done by other students), disrespectful, and disruptive conduct are expressly forbidden by university policy and will not be tolerated. Any student who violates this policy will be subject to disciplinary action by the University.

Student Conduct Code: <https://catalog.csun.edu/policies/student-conduct-code/>

Penalties for Academic Dishonesty: <https://catalog.csun.edu/policies/penalties-for-academic-dishonesty/>

Students With Disabilities: If you have a disability that may affect your performance in this lab class, please let me know (of course, your privacy will be respected). To arrange for course accommodations, you must register with CSUN's Office of Disability Resources and Educational Services (DRES) and follow their protocol.

Contact DRES at: <https://www.csun.edu/dres> phone: 818-677-2684 (110 Bayramian Hall)

Course Withdrawal: University policy allows for unrestricted withdrawal from this course only until the end of the semester's third week. After that, requests to withdraw must be approved by a University administrator and will be honored only when a serious and compelling reason exists and there is no other viable alternative. Poor academic performance is not an acceptable reason for late withdrawal from CSUN courses. Withdrawal during the last 3 weeks of the semester will be approved by the University administration only if a student is withdrawing from all classes for verifiable medical reasons.

Course Contract: No assignments will be accepted after the second week of the semester until the McGraw Hill lab safety simulation and syllabus contract are completed and turned in. By

continuing to attend this class, you are agreeing to the terms of this syllabus and safety information provided to you.

Laboratory Schedule: Each week's course activities are posted on Canvas.

Syllabus Contract:

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Fill in the spaces below with your name (printed legibly), signature, and date. Then upload a screenshot or photo of this page to Canvas (Week 1). It is due by January 1st, 2021 (end of Week 1).

I _____ (print name), have read and fully understand the syllabus for the Principles of Biology I Lab (BIOL 106L), class number 18584.

Signature

Date