



BIOL 1108L PRINCIPLES OF BIOLOGY II LAB

Fall 2023 CRN 80207

Thursday 2:00 – 4:50 pm, Jones 201

Course Format: Face-to-face

INSTRUCTOR INFORMATION

Instructor: Dr. Tate Holbrook

Title: Professor of Biology

Office: Jones 218

Phone: 912-279-5947

Office Hours: Monday 11:00 am – 12:00 pm and 1:00 – 2:30 pm (*drop-in or by appointment*)

Tuesday 1:00 – 2:30 pm (*drop-in or by appointment*)

Wednesday 2:00 – 3:00 pm and Friday 9:00 am – 12:00 pm (*by appointment only*)

You may schedule an appointment at www.tinyurl.com/HolbrookCCGA.

E-mail: cholbrook@ccga.edu

Expected Response Time: I typically reply to emails/voicemails within 24 hours on weekdays, or by the following Monday on weekends.

Frequently Asked Questions: I maintain a Q&A forum on the D2L Discussion board to address common questions that are broadly applicable to the class. Before emailing me a question, consider whether the answer may be of interest to other students too; if so, please check the Q&A forum and post your question there if it hasn't already been asked. Thanks!

COURSE DESCRIPTION

Catalog Description:

3 laboratory hours, 1 credit hour

Co-requisite: BIOL 1108

This is the laboratory course to accompany Principles of Biology II. This laboratory course will include microscopic and macroscopic observation to investigate natural phenomena.

Course Learning Outcomes:

Upon completion of this course, students should be able to:

- Demonstrate knowledge of core principles of biology
- Utilize scientific reasoning and methods of investigation, including safe and proper application of laboratory techniques and quantitative analysis of scientific data
- Work collaboratively with a partner or small group
- Effectively communicate scientific findings in a written format

General Education Outcomes:

This course will also address these College general education outcomes and competencies:

- Demonstrate the ability to solve problems and draw conclusions by analyzing situations and explaining them in numeric, graphical or symbolic terms
- Demonstrate the knowledge of fundamental scientific concepts, the scientific method, and utilize laboratory procedures to observe natural phenomena

ENDEAVOR Tags:

ENDEAVOR's purpose is to help you articulate the transformation you experience at Coastal Georgia. To support this goal, this course uses ENDEAVOR Tags to highlight skills taught in the course and to reward and celebrate your growth. The ENDEAVOR Tags are linked to competencies that will help you explain skills gained in college and the value of your education to potential employers. To check your progress, click on the ENDEAVOR tab in the Portal. If you have questions, contact Dr. McGinnis, Director of the Endeavor Center for High Impact Practices, at mmcginnis@ccga.edu.

Tags available in this course are **Critical Thinking & Problem Solving** and **Professionalism & Personal Responsibility**.

COURSE REQUIREMENTS

Lab Manual: Good news – we dropped the commercial (\$\$\$) lab manual and created a *free* custom lab manual! Lab exercises will be posted on D2L. You are expected to read each exercise *before* lab and either print it or access it on a large digital device (laptop or tablet; *not* a phone) during lab. Each student must have their own copy (paper or digital) of the lab exercise.

You will be asked to provide feedback on new lab exercises to help us refine them for future students. Thanks!

Other Materials: Shared goggles will be sanitized between classes, but if you prefer to purchase your own pair, the College bookstore carries Uvex Stealth Goggles that are compliant with lab safety requirements.

Course Website: The course D2L (Brightspace) site (<https://ccga.view.usg.edu/>) will serve as our ancillary virtual classroom. I will post news, assignments, and resources. You will take pre-lab quizzes (and submit assignments) via Dropbox. You are expected to check D2L regularly (*at least* 3 times per week). Lack of familiarity with D2L will not be accepted as an excuse for missing assignments.

Students who add the course during the add/drop period should be able to see the course D2L site within 24 hours of registering. If not, contact me right away to help resolve the issue. Likewise, if your access to the course D2L site “disappears” at some point during the semester, you must contact me immediately.

D2L Notifications: It is important to receive email (and/or text message) notifications when D2L News Items are posted. To set this up, click your Personal Menu at the top right of your D2L screen and select Notifications. For details and a demonstration video, see <https://tinyurl.com/ryfnyfs>.

Technical Support Information:

- Contact eLearning for support with Brightspace (D2L), Respondus, and Blackboard Collaborate by calling 912.279.4543 or emailing elearning@ccga.edu
- Online support for D2L including live chat with a support person is available 24/7 at the [D2L Help Center](#)
- Contact Technology Services for support with passwords, email, and other campus systems by calling 912.279.5760

Visit Online Student Support on Portside (<https://portside.ccgga.edu>) for additional resources.

Methods of Evaluation:

Component	Points Possible*
Pre-Lab Quizzes	50
Lab Participation	75
Post-Lab Questions	125
Final Synthesis	50
Total	300

*approximate

Grading Scale: A = 90% or higher; B = 80–89%; C = 70–79%; D = 60–69%; F = below 60%. There is no curve.

Pre-Lab Quizzes: To help you prepare for lab each week, pre-lab questions will be assigned in the form of a D2L Quiz. In most cases, the answers can be found in the background reading to the lab exercises. *Pre-labs are due 30 minutes before lab starts.* You will be allowed two attempts per quiz. Your single lowest Pre-Lab Quiz grade (including a zero for a missed quiz) will be dropped.

Lab Participation: During most labs, your instructor will provide a brief introduction/orientation, and you will then work through the lab exercise with a partner or small group. You are expected to complete every task and answer all in-lab questions before you leave. Your instructor will be available for assistance as needed.

You can earn participation points by being on time, carefully following directions, completing all lab activities without rushing, and cleaning up after yourself. *If you do not have your own copy of the lab exercise, you will not receive full participation credit.* Lab participation points may also be deducted if you violate **Lab Safety Guidelines** (to be reviewed separately) or exhibit disruptive behavior (see below). Your single lowest Lab Participation grade (including an absence) will be dropped.

Post-Lab Questions: At the end of each lab exercise (or each part of an extended lab) you will find a set of discussion questions that ask you to reflect upon, explain, and/or apply the main lessons learned during lab. You are welcome to discuss the questions with your lab mates, and in some cases you may be asked to consult external sources, but you should always answer in your own words, based on your own experiences in lab, and representing your own independent thinking. You will type and submit your responses via D2L Dropbox. Your single lowest Post-Lab Questions grade will be dropped.

Final Synthesis: In lieu of a traditional exam, there will be a final assessment during the last week of lab. You will work collaboratively in groups to review, synthesize, discuss, and present key concepts and tools from each lab exercise; i.e., things you will be expected to know and to do in upper-division BIOL courses. Details will be provided to help you prepare. There is no final exam for this course during final exam week.

See the **Course Schedule** (separate document) and **D2L Calendar** for dates of lab activities and deadlines (subject to change).

Tips for Success:

- Check the course D2L site regularly for news, assignments, and supporting materials. Set up D2L Notifications (see above).
- Prepare for lab by reading the background to each lab exercise and completing the pre-lab quiz *before lab*. Review related lecture material if applicable.
- Take your time, make careful observations, think for yourself, and ask questions if there is something you cannot figure out. *Students who rush through labs typically perform poorly in the course.*
- Prepare for the final synthesis (and future BIOL courses) by reviewing the in-lab and post-lab questions for each exercise, along with your instructor's feedback.

- You are encouraged to participate in tutoring provided by the [ATTIC](#). *Seek help early, before you fall behind.* You may also want to exchange contact info and form a study group with classmates.
- Come see me during office hours to discuss course material, etc. Schedule an appointment at www.tinyurl.com/HolbrookCCGA or drop in during designated times (see above).
- Student outcomes largely reflect individual effort. If you invest substantial time, work hard, maintain a growth mindset, and take advantage of the many opportunities for support, *you are capable of understanding biology and succeeding in this course!*

Extra Credit: Extra credit may occasionally be offered for attending and reflecting upon course-sanctioned, biology-related events. When available, extra credit opportunities will be announced on D2L.

POLICIES

Late Submissions and Make-up Policy: All assignments must be turned in by the deadline for credit. Except in rare cases with extenuating circumstances (and proactive communication), *late submissions are not accepted.*

There are no make-up or early labs. If you miss a lab, regardless of the reason, the associated points you lost will count as your lowest grade to be dropped (see above).

Attendance Policy: Attendance is essential to your success in this course. Every student is expected to be present for the entirety of all class meetings, assuming you are well and able*. If you miss class or a portion of a class without documented justification, you risk losing participation points and forfeiting the right to complete related assignments. Absent students are responsible for all content covered in any classes they miss, and they are expected to submit all eligible assignments by the established deadlines – check D2L and communicate with your classmates and/or instructor to catch up. In the case of illness, family emergency, or other major disruptions, contact me ASAP to discuss possible accommodations.

***You should NOT attend class if you are feeling ill with symptoms of COVID-19 or any other contagious disease (e.g., flu, cold, strep throat).** If you test positive or are exposed to COVID-19, follow [CDC guidelines](#) to protect your classmates, professors, and their families. *And communicate with me promptly.*

Student athletes, SGA representatives, etc. must reach out to me during the first week of class to discuss any out-of-class activities that may impact your attendance.

Expected Feedback Time: I strive to provide timely feedback to guide your learning and inform your grade. For most assignments, you can expect feedback within a week of submission. I might need more time to process papers and larger projects. I typically post feedback (and grades) in D2L.

Disruptive Behavior: Every student is entitled to full participation in class without interruption. Behaviors that disrupt teaching or learning will not be permitted. A student engaging in a disruptive behavior will be given one verbal warning by the instructor. If a student continues to be disruptive, they will be asked to leave the classroom and counted absent.

Examples of disruptive behavior may include *but are not limited to*:

- Students continuing to talk after being asked by the instructor to stop.
- Students conducting side conversations during instruction.
- Students nonverbally showing disrespect for others.
- Students using vulgar, obscene, or other inappropriate classroom language.
- Students making disparaging remarks.
- Student tardiness and disturbing classroom entrances.
- Students packing up books and/or belongings before class has concluded.
- Students using their electronic devices for purposes other than the lesson at hand.

- *Unless I specify otherwise, all phones must be muted and put AWAY.* Students who need to deal with a family or work emergency may excuse themselves quietly, deal with their communications outside of the classroom, and then return quietly.
- *During exams, all digital devices must be muted and stashed out of sight and touch.* This applies to any device capable of storing information or receiving communications, including smartwatches. Violation of this policy in any testing situation is deemed an automatic violation of the Academic Integrity Policy and is subject to grade penalties and/or other sanctions.
- Students verbally indicating dissatisfaction with an activity, assignment, or grade.
- Students sleeping in class and other inattentive behavior.
- Students making repetitive and disruptive noises.
- Actions that would make a reasonable person feel uncomfortable and unable to participate in classroom activities.
- Students wearing headphones or ear buds.

Student Appeals: In the event that a student identifies a need or concern in a course (including grade appeals), they must follow the chain of command for communication as follows:

1. Students will contact the course instructor via phone or email documenting the concern. Email is preferred as it creates a written record of the communication with a date and time stamp.
2. If necessary, a face-to-face meeting with the course instructor may be scheduled.
3. Students will provide adequate time for the course instructor to respond to the concern addressed. Adequate time is defined as the amount of time the course instructor indicates in their syllabus for response times to communications.
4. In the event that the situation is unresolved, students may contact the Department Chair of Natural Sciences, Dr. Colleen Knight, via email (cknight@ccga.edu). The email communication should include the previous steps taken and summarize the current status of the issue to date. Please give 48 hours during the business days and 72 hours over weekends to receive a response. (Response times may be longer during campus holidays.)
5. If the situation remains unresolved, students may communicate the concern(s) to the following individuals in the following order: 1) Dean of Arts and Sciences, 2) Provost, and 3) President.

Course Evaluations: Course evaluations are completed online by the student during the specified time period before final exams.

College-wide Policies: All college policies are in effect during this course. For relevant policies and procedures to the classroom, please visit [Policies Relevant to Academics](#).

Reserve Clause: The instructor reserves the right to revise, alter, or amend this syllabus as necessary. Students will be notified in writing/email of any such changes.

Full URLs for Above Hyperlinks:

- D2L Help: <https://d2lhelp.view.usg.edu/>
- ATTIC: <https://www.cpga.edu/academics/studentsuccess/attic>
- CDC COVID-19 Guidelines: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- College-wide Policies: <http://www.cpga.edu/CoursePolicies>

BIOL 1108L PRINCIPLES OF BIOLOGY II LAB**Fall 2023 CRN 80207 Holbrook****Course Schedule – Subject to Change**

Week	Lab Activity	Dates & Deadlines See also D2L Calendar
Aug 17	Lab Safety Scientific Reasoning	8/18 Student Survey/Syllabus Quiz Due 8/18 Add/Drop Ends
Aug 24	Evolution: Natural Selection	8/24 Natural Selection Pre-Lab Due
Aug 31	Evolution: Constructing Phylogenies	8/28 Natural Selection Post-Lab Due 8/31 Phylogenies Pre-Lab Due
Sept 7	Microscopes Microbial Diversity (Part I)	9/5 Phylogenies Post-Lab Due 9/7 Microscopes-Microbial Pre-Lab Due
Sept 14	Microbial Diversity (Part II)	9/11 Microbial Part I Post-Lab Due
Sept 21	Protist Diversity	9/18 Microbial Part II Post-Lab Due 9/21 Protist Pre-Lab Due
Sept 28	Plant Evolution: Life Cycles & Water	9/25 Protist Post-Lab Due 9/28 Plant Evolution Pre-Lab Due
Oct 5	Plant Diversity & Ecology (Invasive Species)	10/2 Plant Evolution Post-Lab Due 10/5 Plant Diversity & Ecology Pre-Lab Due
Oct 12	Fungal Diversity	10/9 Last Day to Withdraw Without Penalty 10/9 Plant Diversity & Ecology Post-Lab Due 10/12 Fungal Pre-Lab Due
Oct 19	Animal Behavior (Part I)	10/16 Fungal Post-Lab Due 10/19 Animal Behavior Pre-Lab Due
Oct 26	Animal Behavior (Part II)	10/23 Animal Behavior Part I Post-Lab Due
Nov 2	Animal Diversity	10/30 Animal Behavior Part II Post-Lab Due 11/2 Animal Diversity Pre-Lab Due
Nov 9	Comparative Vertebrate Anatomy	11/6 Animal Diversity Post-Lab Due 11/9 Vertebrate Anatomy Pre-Lab Due
Nov 16	TBD (Review?)	11/13 Vertebrate Anatomy Post-Lab Due
Nov 23	NO LAB - THANKSGIVING	
Nov 30	Final Synthesis	11/30 Final Synthesis Due 12/3 Course Evaluations Close
	NO FINAL EXAM	