FORT HAYS STATE UNIVERSITY
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Zoology Laboratory

BIOL 206L Sections A, B, & C

Fort Hays State University (FHSU)
Werth College of Science, Technology, and Mathematics
Department of Biology
Dr. Amanda M. Adams

1. COURSE INFORMATION

1.1. Credit Hours	1.0
1.2. Semester and Year	Spring 2019
1.3. Course Prerequisites	Co-enrolled in BIOL 260 lecture
1.4. Location of Class	Albertson Hall (AH) 345
1.5. Class Time	Section A: 8:30 – 11:20 am Section B: 1:30 – 4:20 pm Section C: 6:30 – 9:20 pm

2. INSTRUCTOR INFORMATION

2.1. Instructor Contact Information

- Name: Dr. Amanda M. Adams
- Office Location: AH 418
- Office Hours: MWF 12:30 – 2:00 and by appointment
- Email Address: amadams7@fhsu.edu
- Phone Number: (785) 628-5820

2.2. Contact Procedure and Policy

Please do not hesitate to contact me. Email is the best way to contact me. Please make sure your emails 1) come from your FHSU email, 2) are written in a professional manner, and 3) include which course/section you are in.
I have dedicated office hours, but will also schedule meetings outside of those times. To schedule a meeting, email me with the reason for the meeting and 3 – 4 recommended dates/times that you are available.

2.3. Graduate Teaching Assistants

Office Hours: MW 11:30 – 12:30 (in lab, AH 345)
Section A: Sara Nansel

- Office Location: AH 425
- Email Address: scnansel@mail.fhsu.edu

Section B: Dylan Steffen
- Office Location: AH 425
- Email Address: djsteffen2@mail.fhsu.edu

Section C: Ashley Durr
- Office Location: AH 425
- Email Address: andurr@mail.fhsu.edu

3. TEXTBOOK AND COURSE MATERIALS

3.1. Required Textbook
- Zoology Lab Manual (Farley & Adams 2018, FHSU), available at the Tiger Book Shop.

3.2. Required Equipment
Dissecting kit: contains 1 scalpel or razor blade, scissors, 1 dull probe, and forceps. Available at the Tiger Book Shop & Amazon.com

3.3. Technology Requirement
Access to Blackboard
Blackboard phone app (optional)

4. COURSE DESCRIPTION

4.1. Instructor Course Description
Laboratory exercises will consist of an overview of animal characteristics, surveys of diversity within animal groups, dissections of representatives of the major animal groups, and occasionally observations of living animals.

4.2. Recommendations for Success
- Attend every lab! There will be lab manual/notebook work and quizzes that can only be received if you attend lab.
- Read the lab manual before arriving to lab on Thursday.
- Bring your lab manual to every class.
- When in doubt, ask.

5. COURSE OBJECTIVES

5.1. Course Objectives
At the end of this course, you should be able to:
- explore the physical, morphological, and physiological characteristics of animals;

- demonstrate a competent knowledge of the binomial system of nomenclature;
- demonstrate a proficient vocabulary of biological terms;
- demonstrate proper microscope usage skills;
- communicate scientific findings in a concise manner;
- apply critical thinking skills.

5.2. Course Expectations

It is your responsibility to clean up your individual lab area. This includes, but is not limited to, returning your assigned microscope to its slot in proper condition, returning microscope slides to their designated areas, cleaning dissecting trays and materials, wiping down your bench area with disinfecting spray. Failure to follow these guidelines may result in a reduction in your next quiz grade.

At the completion of each lab period, it is your responsibility to show the required drawings or writing assignments to me or your TA.

Silence your cell phone (vibrate is not silent).

6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

6.1. Delivery Method

We will provide a brief introductory lecture at the beginning of each lab period. This introduction will assume you have read the lab manual for that day. The rest of the lab period will be spent learning about specific phylum and organisms through microscopes, dissections, or observations of living animals.

6.2. Course Structure

All course material will be presented in lab. Some extra resources will be available on Blackboard.

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7. COURSE SCHEDULE

This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students' interest and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site. If time is mentioned in the course, it refers to the Central Time Zone.

Week	Topics	Assignments
Week 1	Single Celled Organisms: Protozoa	Lab notebook
Week 2	Filter Feeding: Porifera and Cnidaria	**Quiz 1** Lab notebook
Week 3	Flatworms: Platyhelminthes	**Quiz 2** Lab notebook
Week 4	Roundworms: Nematoda	**Quiz 3** Lab notebook
Week 5	First Coelomates: Mollusca	**Quiz 4**
Week 6	Segmented Worms: Annelida	**Quiz 5** Lab notebook
Week 7	Life with Appendages: Arthropoda	**Quiz 6** Lab notebook
Week 8	*No class – Spring break*	
Week 9	Arthropoda: Insecta	Lab notebook
Week 10	Embryology	Lab notebook
Week 11	Deuterostomes: Echinodermata	**Quiz 7** Lab notebook
Week 12	Chordata and the Vertebrates *** buy rat for next week's lab **	**Quiz 8**
Week 13	Rat: External Anatomy, Skeleton, Muscles I	**Quiz 9**
Week 14	Rat: Muscles II, Digestive and Respiratory Systems	**Quiz 10**
Week 15	Rat: Circulatory System	**Quiz 11**
Week 16	Rat: Excretory and Reproductive Systems	**Quiz 12**

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Important Dates
FHSU Academic Calendar
Week 1 is the week of Monday, January 22, 2019
Spring Break: March 11 – 17, 2019
No final exam

8. ASSESSMENT METHODS AND GRADING SCALE

Your grade for the lab will consist of a total of 300 points. The grade you earn for this course depends on the total number of points you earn throughout the semester. All grades will be recorded and available to students on Blackboard. The assessment methods and grading scale are as follows:

Assessment Methods	Points	Percentage
12 Quizzes (10 points ea.)	120	40%
Lab Notebook	150	50%
Lab Report	30	10%
Total Points	300	100%

270 < = A (90% and above)
240 – 268 = B (80%–89%)
210 – 238 = C (70%–79%)
180 – 208 = D (60%–69%)
< 178 = U (below 60%)

- Lab Notebook (see grading rubric in lab manual)
    - Keeping a proper (detailed) lab notebook is the foundation of science. When recording any kind of information, keep in mind that you are not writing this information down just for yourself, but to the scientific community.
    - Your lab notebook must have:
        - Legible handwriting
        - Define all technical terms and acronyms
        - All figures and tables properly labeled
        - Contact information for all colleagues

10. COURSE POLICIES

10.1. Class Attendance

The structure of the lab requires regular attendance. Students are expected to attend class and be on time. There is no penalty for arriving late or having to leave early; I would prefer you to be in class even if you cannot be there the whole time. It is recommended that you do not miss lab. If you know you are going to miss lab for an approved absence, contact me in advance.

10.2. Class Participation

Every class will require participation. You are encouraged to show up to class ready to think and talk and interact with your peers. Participation will come in several forms: answering questions from the instructor/TA, talking with a partner, and actively working with the specimens in lab. Don't be afraid! This class is your learning community, and we are all coming together to learn and improve ourselves.

10.3. Make-up exams & late assignments

Make-up quizzes are permitted only with an approved absence from Student Affairs: verifiable illness, college-approved activity (prior-notification necessary), death of an immediate family member. If you are going to miss a lab, you must contact me and your GTA prior to missing the exam (email).

10.4. Diversity Statement

Respect for diversity: It is my goal to create an inclusive learning environment where students from all backgrounds and perspectives be well served by this course; that students' learning needs be addressed both in and out of class; and that the diversity that students bring to this class be viewed as a resource, strength and benefit. I intend to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

10.5. Statement of Accessibility

FHSU wants to help you achieve your goals! If you have a disability that may have an impact on your ability to carry out assigned course work, and if you wish to seek any accommodations for a course, you must contact Student Accessibility Services. They will review your documentation and determine, with you, what academic accommodations are necessary and appropriate for you that can be accommodated for the course. All information and documentation of your disability is confidential and will not be released by Student Accessibility Services without your written permission.

10.6. Academic Honesty

Plagiarism/dual submission: Plagiarism, whether intentional or accidental, is academic dishonesty and may incur disciplinary action ranging from receiving a zero on an assignment or failing a course to more severe consequences. Plagiarism means:

- Using someone else's ideas and not correctly citing that use.
- Using someone else's words without quotation marks and not correctly citing that use. (Generally, direct quotations of ideas are not allowed. Must paraphrase and cite.)
- Using someone else's images or other works (such as from the Internet) without correctly citing that use.

- Submitting work that has been turned in for credit in another class or at another institution unless specifically permitted by your instructor.

Students participating in any violation of the Academic Honesty Policy must accept the consequences of their actions. You will not receive credit for the assignment/activity/exam and will be reported to the FHSU Compliance Officer. The seriousness of the violation will dictate the severity of the sanction imposed and if it will be brought to the university review/appeals committees.
FHSU Academic Honesty Policy

10.7. Withdrawal Policy
FHSU Withdrawal Policy

11. UNIVERSITY SERVICES

11.1. Student Accessibility Services: http://www.fhsu.edu/accessibility/
11.2. Kelly Center Support Services: http://www.fhsu.edu/kellycenter/
11.3. Title IX Policy: https://www.fhsu.edu/humanresourceoffice/Title-IX-Policy/
11.4. Career Services: http://www.fhsu.edu/career/
11.5. Technology Services: https://www.fhsu.edu/technology/
TigerTech: 785-628-3478
11.6. Smarthinking: http://www.fhsu.edu/virtualcollege/smarthinking/

12. ADDITIONAL ITEMS

Lab Safety

- Preserved specimens will be used in this course. The preservatives have not been proven safe for embryos/fetuses/pregnant women. Therefore, a woman who is pregnant must not enroll in the lab portion of this course. A woman who becomes pregnant should not continue to attend the laboratory. Those individuals should either drop the lab or request a grade of "incomplete" and can complete the lab portion in a future semester after they are no longer pregnant or breast feeding.

- No food or drinks in the lab.