

# BIOLOGY 3454: GENERAL ZOOLOGY

## LABORATORY SYLLABUS: Summer 2014

### LABORATORY INSTRUCTORS:

**Corey Roelke:** Office: LS 464 [croelke@uta.edu](mailto:croelke@uta.edu)  
**Alexander Hall:** Office: ERB 446 [alexhall@uta.edu](mailto:alexhall@uta.edu)  
**Daren Card:** Office: ERB 444 [dcard@uta.edu](mailto:dcard@uta.edu)  
**Nicholas Long:** Office: ERB 448 [nlong@uta.edu](mailto:nlong@uta.edu)

**Instructor's Office Hours:** The laboratory instructor will announce their office hours in the first laboratory session. However, instructors will try to assist students whenever possible.

### Laboratory Section Schedule

Lab Section	Day	Time	Room	Lab Instructor
002	M	1:00-4:50 PM	133 L.S. Bldg.	Alex
003	Tu	1:00-4:50 PM	133 L.S. Bldg.	Daren
004	W	1:00-4:50 PM	133 L.S. Bldg.	Nick
005	Th	1:00-4:50 PM	133 L.S. Bldg.	Daren
006	F	1:00-4:50 PM	133 L.S. Bldg.	Nick

### Laboratory Schedule

Week Beginning	Laboratory Title	Lab Material
September 8	Introduction, Use of Microscope, Drawing, Classification, Cladistics	Exercise 1
September 15	Phyla Porifera and Cnidaria	Exercise 2
September 22	Phylum Annelida	Exercise 3
September 29	Phylum Mollusca	Exercise 4
October 6	Phyla Rotifera, Platyhelminthes, and Nemata	Exercise 5
October 13	<b>Laboratory midterm practical</b>	Exercises 1-5
October 20	Phylum Arthropoda	Exercise 6
October 27	Phyla Echinodermata, Chordata	Exercise 7
November 3	Vertebrata: Fish and Amphibians	Exercise 8
November 10	Vertebrata: Reptiles, Aves, Mammals, Human Evolution	Exercise 9
November 17	<b>Laboratory final practical</b>	Exercises 6-9
November 24	Thanksgiving Break – No Lab	
December 1	Final Week of Classes – No Lab	

### OPEN LAB

We will likely have open lab hours at some point close to the lab exams. These will be times that you can look over the lab specimens again to refresh your memory.

### GRADING

Source of Grade	Percent of Laboratory Grade	Percent of Final Grade
Laboratory Test I	25%	10%
Laboratory Test II	25%	10%
Laboratory Hand-ins	25%	10%
Laboratory Quizzes	25%	10%
<b>Total Points</b>	<b>100%</b>	<b>40%</b>

**Laboratory Tests:** Laboratory tests will consist of 40-50 questions that will ask for identification of specimens, identification of anatomical structures in specimens, identification of the function of anatomical structures, specimen classification, diagnostic characteristics associated with specimen classification and questions regarding any other material covered in the laboratory. Laboratory tests are not comprehensive. They will only cover material studied in the laboratory exercises carried out during the period preceding a particular test.

**Laboratory Hand-ins:** At the end of each class, you will turn in question pages from the back of the lab exercises. Some of these may be completed before you arrive for the lab; others may need to be answered during lab. We will record grades for 5 of these sets of exercises. However, you will need to do them all, since you do not know which 5 will be graded. The grade on the notebook pages will be based equally on the **degree to which all exercises were completed** and on the **quality of the work**.

**Laboratory Quizzes:** Students are required to review the material in the section of their laboratory notebook covering that week's laboratory exercise before attending the laboratory. At least five, short laboratory quizzes (five questions) will be given during the course of the semester to assess the degree to which a student is preparing for each weekly laboratory.

### **Important University Policies:**

**Undergraduate Teaching Assistants:** There may be undergraduate teaching assistants working with the graduate instructor in the teaching of the laboratories. Students carry out this teaching under Biol. 4388 (Instructional Techniques in Biology) and have received a grade of A or B in the General Zoology Course. Please contact the Instructor as soon as possible if you are interested in being an undergraduate teaching assistant in General Zoology after completing the course.

**Drop Policy:** If you choose to drop the course, you have to do so by **October 29**. However, I am not expecting you to drop. I am not going to remind you. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Lab Safety Training:** Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT

Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Mandatory Online Safety Training:**

1. Go to <http://www.uta.edu/training>.
2. Log on using your network log-on ID and password (what you use to access email). If you do not know your NetID or need to reset your password, visit <https://webapps.uta.edu/oit/selfservice/>.
3. The available courses for completion will be listed under "Training I'm Enrolled In". Complete the course entitled "Student Lab Safety Training – General." \*\*\*NOTE: If you completed Wet, Dry or Biology Lab Safety Training course last semester for another class, that training is still applicable until the end of this academic year. Please follow instructions in #4 to print the certification page for your TA.
4. Go to "Training I've Completed" and print the displayed page for your TA. Verify that it shows clearly your name, and that "General, Wet, Dry or Biology" training is completed/passed and the date when the training was completed. If you have just completed the training but it is not updated on the "Training I've Completed" page, please log out of the system and log back in. If the training still does not show up on this page, call the Helpline at 817-272-5100.
5. If you were enrolled in a course with a lab last semester and did not complete the training or if you do not see training for this academic year listed, email [compliance@uta.edu](mailto:compliance@uta.edu) providing your name, a contact phone number, NetID and course (e.g. BIOL 3454-005) and request the appropriate training for your course.
6. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture).
7. Lab Safety Training is required to be completed once every academic year. Training completed in the Fall semester is valid for the Fall, Spring and Summer sessions. For training specific questions, contact the Environmental Health and Safety office at 817-272-2185. For technical assistance with the training, please contact the Office of Institutional Compliance at 817-272-5100 or email [compliance@uta.edu](mailto:compliance@uta.edu)