

# BIOLOGY 3454: GENERAL ZOOLOGY LABORATORY SYLLABUS: Spring 2017

## LABORATORY INSTRUCTORS:

**Corey Roelke:** Office: LS 464 [croelke@uta.edu](mailto:croelke@uta.edu)  
**Daren Card:** Office: ERB 444 [dcard@uta.edu](mailto:dcard@uta.edu)  
**James Titus-McQuillan:** Office: ERB 449 [jtmquillan@uta.edu](mailto:jtmquillan@uta.edu)  
**Courtney Dunn:** Office: LS 470 [courtney.dunn@uta.edu](mailto:courtney.dunn@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.	Daren
003	Tu	1:00-4:50 PM	133 L.S. Bldg.	Courtney
004	W	1:00-4:50 PM	133 L.S. Bldg.	Courtney
005	Th	1:00-4:50 PM	133 L.S. Bldg.	James
006	F	1:00-4:50 PM	133 L.S. Bldg.	James
007	Tu	5:00-8:50 PM	133 L.S. Bldg.	Daren

## DESCRIPTION OF COURSE CONTENT

An overview of animal life including the diversity and evolution of major animal phyla, reproduction, development, and aspects of physiological function. The laboratory examines form, function, and cladistic relationships in a wide variety of animal types.

## STUDENT LEARNING OUTCOMES

1. Biological specimen etiquette and disciplined observation of archive animal materials.
2. Proper microscopy with prepared and wet-mount slides.
3. Understand both the utility and the shortcomings of Linnean taxonomy in a cladistics paradigm.
4. Recognize a sampling of the animal kingdom through guided observation, with an emphasis on function.
5. Describe the adaptations for survival of animal groups presented in the lab.

## REQUIRED TEXTBOOKS & OTHER COURSE MATERIALS

**Required:** Zoology Laboratory Manual available through the Phi Sigma graduate honor society – \$20

**Optional:** Zoological Photographic Atlas –Lab uses Van De Graaf's Photographic Atlas for Zoology 7E (ISBN 978-1617310607)

Basic Dissection kit (scissors, scalpels, probes, and forceps)

Note: UTA-provided photographic atlas copies are available for sharing during the lab meeting. Used dissection materials are also provided. Use of these materials is contingent upon responsible usage and care.

## LABORATORY SCHEDULE

Week Beginning	Laboratory Title	Lab Material
January 23	Introduction, Use of Microscope, Drawing, Classification, Cladistics	Exercise 1
January 30	Phyla Porifera and Cnidaria	Exercise 2
February 6	Phyla Annelida and Mollusca	Exercises 3-4
February 13	Phyla Rotifera, Platyhelminthes, and Nemata	Exercise 5
February 20	<b>Laboratory Midterm Practical</b>	Exercises 1-5
February 27	Phylum Arthropoda	Exercise 6
March 6	Phyla Echinodermata and Chordata	Exercise 7
March 13	Spring Break – No Classes	
March 20	Vertebrate: Fish and Amphibians	Exercise 8
March 27	Vertebrata: Reptiles, Aves, and Mammals	Exercise 9
April 3	<b>Laboratory Final Practical</b>	Exercises 6-9

Note: The instructor reserves the right to adjust this schedule in any way that serves the educational needs of the students.

## OPEN LAB

The TAs will likely host an open lab soon before lab exams. This will be a time to revisit lab specimens. It is highly recommended that you study before visiting an open lab to avoid being overwhelmed so soon before an exam.

## DESCRIPTION OF MAJOR ASSIGNMENTS & 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 50 questions covering specimen identification, anatomical identification, specimen classification (taxonomy), diagnostic characteristics associated with specimen classification, and other relevant material covered in the laboratory. The final test only covers material from the second half of the semester, as listed above (i.e., it is not comprehensive).

**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. The best five quiz grades will factor into your final average quiz grade. Unexcused absences are counted as zeroes and always factor into the quiz grade, so be on time to lab!

## ATTENDANCE

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. The instructor of this this course may keep track of attendance, but attendance will not be directly factored into the grade. However, failure to complete assigned quizzes and exercises during a class meeting will result in a grade of zero (0), unless prior arrangements have been made with the instructor because of an excused absence. Moreover, information isn't reviewed and absences significantly negatively impact grades on laboratory tests and in the overall course.

## 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 contract 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:** Census date is February 1. If you choose to drop the course, you have to do so by March 31. However, we are not expecting you to drop and will not 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. Contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>) for more information.

**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 The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- The Office for Students with Disabilities (OSD): [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.
- Counseling and Psychological Services (CAPS): [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

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.

**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 <http://www.uta.edu/universitycollege/resources/index.php>.

**Title IX:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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.*

UT Arlington faculty members 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.

**Mandatory Online Safety Training:** Safety training is available online as a course in Blackboard (<http://elearn.uta.edu>). 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 January) and must be completed again each year. 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. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture). 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)

**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 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.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the end of the hallways in both directions. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. An overview of UTA's Emergency/Fire Evacuation Procedures can be found at <http://www.uta.edu/police/EvacuationProcedures.pdf>.

<p><b>Emergency Phone Numbers:</b> In case of an on-campus emergency, call the UT Arlington Police Department at <b>817-272-3003</b> (non-campus phone), <b>2-3003</b> (campus phone). You may also dial 911. Non-emergency number 817-272-3381</p>
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