

BIOL 1413 (4:3:3)

General Zoology

Department of Biology

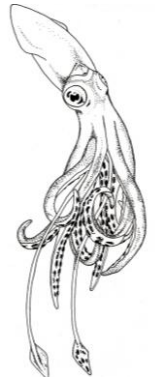
Division of Arts and Sciences

SOUTH PLAINS COLLEGE
Levelland Campus

Spring 2020

Megan Keith
Associate Professor of Biology

General Zoology- BIOL 1413
Course Information Sheet
Spring 2020



Instructor: Dr. Megan Keith
Office: Science Building S132
Email: mkeith@southplainscollege.edu

Office Hours: Mon. 8:15AM – 9:15AM
Tues. 2:30PM – 3:30PM
Wed. 8:15AM – 9:15AM
Thurs. 9:30AM – 11:30 AM
Fri. 8:30AM – 11:30AM

Lecture: Section 001 9:30 – 10:45 MW (S194)
Section 002 1:00 – 2:15 MW (S194)
Lab: Section 001 11:00 – 12:15 MW (S194)
Section 002 2:30 – 3:45 MW (S194)

Textbook (optional):

Zoology; Miller and Harley, 10th edition. (Older editions are acceptable).

Lab Manuals (required):

- 1) General Zoology Lab Manual for BIOL 1413 by Dr. Keith. Available at the SPC Bookstore.
- 2) Van de Graaff & Crawley's "A Photographic Atlas for the Zoology Laboratory", 8th ed.

Course Description

A survey course of the major phyla of the animal kingdom. General principles of animal physiology, cytology, genetics, anatomy, ecology, embryology and adaptations are stressed.

Online Course Content

- Blackboard is the primary source for all course information.
- **Students need to access Blackboard daily.** Firefox or Safari are recommended.
- Specific course materials available include: PowerPoint lectures, messages and announcements from the instructor, quizzes, assignments, study aids, etc.

SPC Email

Each student has an SPC email account and should check it regularly. Instructors and the administration will use this email address to contact the student.

Science Building Renovation

How might this affect you?

Policies, Procedures, and Rules

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

Attendance-

- Punctual and regular lecture and lab attendance is required of all students. Lecture + lab = one class session.
- Open door policy: if you do arrive late quietly take your seat. You may not make up any work that was missed. Excessive tardiness will not be tolerated and may result in withdrawal from the course (**3 late arrivals exceeding 10 minutes = 1 unexcused absence**).
- In the case of unexcused absence, the student will receive a 0 for the work submitted that day and it is the student's responsibility to obtain missed notes from classmates.
- When unavoidable situations such as illness, weather, an official college-sponsored trip, or a death in the family causes absence, the student may make up the missed class work as long as documentation can be provided. The student will have one week from the date the makeup work is assigned to turn it in for credit.
- A student may be administratively withdrawn from the course when absences become excessive (**4 unexcused absences or more**) and the minimum course objectives cannot be met. The instructor is required to initiate a student's administrative withdrawal when the student has missed every class period for two weeks excluding holidays. If you stop showing up to class after exam 2, it is **your** responsibility to drop the course. **If you have not dropped by the official date, I will drop you with a letter grade of an "F"**. (continued on next page)

- Should a student, for any reason, delay in reporting to a class after his/her official enrollment, absences will be attributed to the student from the first meeting of the class. A student who does not attend a class by the 12th day of classes will automatically be dropped from the course and receive a grade of “X”.

Students who miss multiple classes typically fall so far behind that they are unable to catch up and their grades suffer on that section of material. Set yourself up for success; attend class.

Communication is important: if you have an excused absence or emergency, contact me ASAP by email or by calling my office phone and leaving a voicemail. The faster you provide documentation, the sooner I can get your makeup work to you or schedule a makeup exam.

Hazardous Weather Policy- South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely. Announcements concerning cancellations and/or delays are made on local television, radio and MySPC.

Assessment

Exams- There will be five exams (including the final). These exams will assess your knowledge of the covered material including all lecture and lab material and assigned reading from the photographic atlas. Lab exams will be incorporated into the lecture exams or will be conducted as a lab practical in which students are required to identify organisms or anatomical structures. Any student who misses an exam will have a 0 score entered for that exam.

- Make-up exams will be given *only* in the event of serious illness, a legitimate emergency, or death of an immediate family member; in each case, the **appropriate documentation must be provided** to the instructor.
- I will only consider allowing a student to make up an exam if they have contacted me **before** the exam has begun.

Group Project- You will have one group project that will be averaged with your exam grades. This semester, the project will be a 10-12 minute presentation over an endangered animal. Participation is required.

Quizzes- You will have weekly quizzes covering lecture and lab material (10 total). Quizzes will be given on Blackboard (available Wednesday afternoon and due the following Sunday at midnight). Each weekly quiz will cover the lecture AND lab material. Quizzes have already been scheduled and are listed in your syllabus.

- The lowest weekly quiz grade (1) will be dropped before the final quiz average is calculated at the end of the semester.
- **Quizzes CANNOT be made up if missed for any reason.**

Assignments- Assignment grades will include laboratory exercises, taxonomy flow charts, online assignments over current topics of interest, etc.

Grades

Final grades for the course will be calculated on a weighted scale: exams + group project (65%), quizzes (20%), and assignments (15%).

***Course Average:** Calculated by the average of the five grades indicated. If a student’s final average *is less than* one half a percentage point away from the next higher letter grade, the instructor will consider giving the higher letter grade. There are NO curves in this course.

Letter Grade	Course Average*
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Course material is broken up into five exams to reduce the amount of material that you need to know for each exam and to break the material up into cohesive groups. The final exam is not comprehensive, I repeat, **THE FINAL EXAM IS NOT COMPREHENSIVE.**

Final grades are not curved, because:

- 1) I drop your lowest quiz grade.
- 2) I provide bonus questions on each exam.
- 3) I provide extra credit opportunities throughout the semester.

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present any work as their own which he or she has not honestly performed is regarded SPC as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant. (continued on next page)

- Plagiarism violations include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.

- Cheating violations include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another;
 6. Altering grade records;
 7. Copying another's work during an examination or on a homework assignment;
 8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
 9. Taking pictures of a test, test answers, or someone else's paper.

Electronic Devices

- ALL electronic devices should be silenced inside the classroom. Devices that may be out during lecture include laptops, tablets, and in *special circumstances*, cell phones.
- If an electronic device goes off repeatedly during lecture or lab, **5 points will be deducted from the student's next major exam grade per incident.**
- If a device is being utilized for anything other than what is being covered in class that day, the student will be dismissed from class and will receive a 0 for the day. If a student is a repeat offender and cannot control their electronics usage out of respect for others, the student will be dismissed from the course.
- **Phones and smartwatches must be put away during exams. Earbuds should not be worn at ANY time during class.**
- **You may NOT record the lectures (I will do that for you) or take photos/videos of the instructor.**

My electronics policy may seem strict but it is my experience that students who are distracted during class (texting, listening to music, online shopping, etc.) don't do as well as students who are actively paying attention. In fact, most students who have earned a D or an F in this class have been consistently absent or distracted during class. This is YOUR education for YOUR future that YOU are paying for, please come to class prepared to work; I will do the same.

Privacy

The federal law guaranteeing student privacy is the policy of this instructor as well as that of SPC. This means that I will not discuss your grade with anyone other than YOU.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ALiCE Active Shooter Response Training Sessions are made available to students throughout each semester.

<i>Tentative Lecture and Exam Schedule</i>				<i>Laboratory Schedule</i>
Date	Topic	Textbook Chapters	Assignments (Pages for reading are from the Photographic Atlas)	Exercise
13 Jan.	Course Intro/ Life Defined	Ch. 1	Ex. 1 Word Roots (due 1/15) Global Weirding Exercise (due 1/21) Practice Quiz	Intro to Blackboard
15 Jan.	Chemistry of Life/Organic Chemistry	N/A	Quiz 1	Ex. 2 Scientific Method
20 Jan.	MARTIN LUTHER KING, JR. DAY			
22 Jan.	Cell Structure & Function	Ch. 2	Pg. 1-3, 13	Ex. 3 Microscopes Ex. 4 Mitosis
27 Jan.	Nucleic Acids & Protein Synthesis	Ch. 3	Ex. 5 Transcription/Translation (due 1/29)	Ex. 7 Genetics Problems
29 Jan.	Genetics	Ch. 3	Quiz 2	Ex. 6 Genes in a Bottle Genetics Problems Review
3 Feb.	EXAM 1			NO LAB
5 Feb.	Evolution & Natural Selection	Ch. 4		Ex. 8 Darwin Video (due in lab)
10 Feb.	Evolution of Populations & Speciation	Ch. 5	Practice selective pressures problems on Blackboard	Ex. 9 Evolution of Populations
12 Feb.	Classification and Taxonomy Animal Body Plans	Ch. 7	Quiz 3 Dichotomous key exercise on BB	Ex. 10 Phylogenies & Dichotomous Keys
17 Feb.	Phylum Porifera Phylum Cnidaria	Ch. 9	Pg. 29, 33 Taxonomy Flow Chart #1 (due 2/24)	Ex. 11 Protozoans Ex. 12 Invertebrates I
19 Feb.	Phylum Platyhelminthes	Ch. 10	Pg. 43- Reading Quiz 3 Quiz 4 Discussion #2 Due	Ex. 13 Platyhelminthes <u>Endanger Species Presentation Data Sheet</u>
24 Feb.	EXAM 2			NO LAB
26 Feb.	Phylum Mollusca	Ch. 11	Pg. 51-52 Taxonomy Flow Chart #2 (due 3/11)	Ex. 13 Mollusca Ex. 14 Squid Dissection
2 Mar.	Phylum Annelida Phylum Nematoda	Ch. 12 & 13	Pg. 61, 69	Ex. 13 Annelids/Nematodes Ex. 14 Earthworm Dissection
4 Mar.	Phylum Arthropoda	Ch. 14 & 15	Pg. 75 Quiz 5	Ex. 13 Arthropods
9 Mar.	Phylum Arthropoda (cont.)	Ch. 14 & 15		Ex. 14 Crayfish Dissection
11 Mar.	EXAM 3			

16-20 Mar.	SPRING BREAK			
23 Mar.	Phylum Echinodermata	Ch. 16	Pg. 91-92 Quiz 6	Ex. 13 Echinoderms Ex. 14 Sea Star Dissection
25 Mar.	Intro to Phylum Chordata Fishes	Ch. 17 & 18	Pg. 99-100, 107-108 Taxonomy Flow Chart #3 (due 4/15)	Ex. 15 Invertebrate Chordates/Fish Taxonomy Ex. 16 Perch Dissection
30 Mar.	Class Amphibia Class Reptilia (non-avian reptiles)	Ch. 19 & 20	Pg. 119, 131-132	Ex. 15 Amphibians & Reptiles Ex. 16 Frog Dissection
1 Apr.	Class Reptilia (birds)	Ch. 21	Pg. 145-146 Quiz 7 <u>Assign Bird Lists</u>	Ex. 15 Birds Intro to Birding
6 Apr.	Class Mammalia Animal Interactions/Behavior	Ch. 22	Pg. 155-156	Ex. 15 Mammals
<u>8 Apr.</u>	<u>Endangered Species Presentations</u>		Quiz 8	<u>Endangered Species Presentations</u>
13 Apr.	EASTER HOLIDAY			
15 Apr.	EXAM 4			NO LAB
20 Apr.	Animal Form and Function Circulatory System	Ch. 23 & 26		Ex. 17 Skeletal System
22 Apr.	Respiratory System Immune System	Ch. 26	Quiz 9	Human Torso Model- Day 1
27 Apr.	Digestive System Nervous System	Ch. 27 & 24	<u>Bird Lists DUE</u>	Human Torso Model- Day 2
29 Apr.	Endocrine System Urinary System Reproductive System	Ch. 25, 28 & 29	Quiz 10	Ex. 19 Cow Eye
4 – 7 May	FINALS WEEK			
Section 001	FINAL EXAM- May 6th, 8:00AM – 10:00AM			
Section 002	FINAL EXAM- May 6th, 10:15AM – 12:15PM			

Important Dates:

The last day to drop a course is April 23rd.

May Graduation application deadline is March 10th.

I will not have office hours on:

February 21, March 12-13, April 16-17