Midwestern State University Department of Biology
Course Syllabus for
BIOL 1013.X1A: Introduction to Human Biology Lab

Lab materials and lab kit:
This course includes an online lab that requires an at-home lab kit. This kit is available from Carolina Biological Supply at a cost of $175.47 including shipping. You will need to have the lab kit by September 24th and it is available online at the link to the Carolina lab kit

We recognize that cost is an issue for many students, and so we will allow up to **two students** to work together per lab kit in order to share the kit costs. Each student must turn in his/her datasheets and lab reports separately. Work in completing the assignment worksheets should remain independent.

Contact Information:

Instructor: Mrs. Jeanel Georges Insalaco
Office: Bolin Science Hall Room 307C
Phone: (940) 397-4023
Email: jeanel.insalaco@msutexas.edu

Office Hours: MWF: 10:00 - 11 AM; TR 1-2 PM or by appointment

Class day/time and location:
Each lab unit will open on Monday, and the normal deadline for assignments is at 11:59PM the following Sunday. The lab will finish during the last week of classes and there will not be a final exam in the lab portion of the class.

Lab work may be completed at any time during the week; however, please be aware that some observations and datasheets will require more than one day to complete. For single-session labs you should allow at least two to three hours for each lab from start to finish.

Item in Lab	**Percent of lab grade**	**Percent of overall grade in 1013 (weighted)**
Lab worksheets	70%	28%
Team Public Health Campaign project	30%	12%
Total	100%	40% of overall grade

The grading scale is as follows

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Lab Calendar:

Dates	Activity	Assignment Due at 11:59PM
Aug. 23 – Aug 29	Purchase Carolina lab kit **Lab 1: General Lab Safety** (Est. time: 1 hr)	❒ Order lab kit—you need it by September 23 ❒ Lab 1 worksheet: Lab safety
Aug. 30 – Sept.5	**Lab 2: Intro to Science** (Est. time: 1.5 hr)	❒ Lab 2 worksheet: Intro to science
Sept. 6 - Sept. 12	**Lab 3: Self-observation food and exercise**	❒ Food and Exercise Logs (the logs will take you three days to complete)
Sept. 13 - Sept. 19	No Lab	❒ Lab 3: Food and exercise due by 11:59PM Sept 19
Sept. 20 – Sept. 26	**Lab 4 part A: Faster plop plop fizz fizz:** (Est. time: 2 hr)	❒ Lab 4 worksheet: Faster plop plop fizz fizz
Sept 27– Oct. 3	**Lab 5: Eukaryotes, Prokaryotes and Viruses**	❒ Lab 5 worksheet: Eukaryotes, Prokaryotes and Viruses
Oct. 4 – Oct. 10	**Lab 6: Mitosis and meiosis** (Est. time: 1.5 hr)	❒ Lab 6 worksheet: Mitosis and meiosis worksheet due by 11:59PM Oct 10
Oct. 11 – Oct. 17	No Lab	❒ No Lab
Oct. 18 – Oct. 24	**Lab 7: DNA extraction** (Est. time: 2 hr)	❒ Lab 7 worksheet: DNA extraction from fruit due by 11:59PM Oct 24
Oct. 25 – Oct. 30	**Lab 8: Human genetics and blood typing** (Est. time: 2 hr)	❒ Lab 8 worksheet: Blood typing simulation due by 11:59PM Oct 30
Nov. 1 – Nov. 7	Take observations for Lab 9 sleep and cardiovascular over a 3-day period	❒ Take observations for Lab 9 sleep and cardiovascular over a 3-day period
Nov. 8 – Nov. 14	**Lab 9: Self Observation sleep and cardiovascular activity** (Est. time: 1.5 hr)	❒ Lab 9 Part B: Sleep and cardiovascular activity logs due by 11:59PM Nov 14
Nov. 15 – Nov. 21	**Lab 10: Hand washing techniques** (Est. time: 2 hr)	❒ Lab 10 worksheet: hand washing techniques
Nov. 22 – Nov. 28	**Lab 11: Mammalian brain dissection** (Est. time: 2 hr)	❒ THANKSGIVING BREAK NOV 24-28
Nov 28 – Dec. 5	**Lab 12: Team public health project**	❒ Lab 11 worksheet: Mammalian brain dissection ❒ Lab 12: Team public health project due 11:59PM Dec 5

Lab worksheets

At the end of each lab you will complete a summary worksheet that you will submit to D2L dropbox. These assignments are described in greater detail in the lab syllabus.

Team public health campaign project

You will work with a team to complete a project developing a mock public health campaign. This is a semester-long project and you will be evaluated both as a team and individually. This project is described in greater detail under the D2L section for the team project.

Email policy

Email is the best way to reach me. I will make every effort to respond within 24 hours to e-mails received during regular school hours (8:00 am – 5:00 pm M-F). Emails sent after business hours or during the weekend will receive a response the following business day.

In your email:

1) Tell me what class you're in
   Include the subject, day and time. (Or the course number and section if you know it, such as "1013.X10")

2) Sign the email with your first and last name
   Some students have the same first or last name. If I have both it is easier to look up your information in my records. If you use a nickname you may also want to give your official name as it is in Banner.

3) Use email etiquette
   a. Start your email with a greeting (please note that while "Hey" is acceptable among friends it is considered too casual for academic settings).
   b. Use complete sentences
   c. Don't type in all caps

Attendance policy

In general

Student attendance for this online course is defined by **active participation** in the course. You are required to login no more frequently than daily and at minimum once a week. However, it is not recommended that you attempt to cover a week's worth of assigned material in one day, especially since some lab activities require that you record data over a few days. Your participation can be documented by any or all of the following methods:

- Submission/completion of assignments
- Communication with the instructor

- Discussions

The student is solely responsible for checking updates related to the course. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. I will email you before making this decision.

In lab
While there is not a physical laboratory to attend, it is expected that you will complete all lab assignments. Missing more than two labs can result in an F in the entire course or being dropped by the instructor from the entire course.

Devices in class

Although exams will be administered online, treat them as though you were in a proctored classroom setting. That means not looking up answers online or in your notes unless otherwise instructed. If you spend time searching for answers you may not complete the exam within the allotted timeframe.

Important university policies

Students with Disabilities
If you have a disability that requires an accommodation, please provide appropriate documentation and we can work on what is required to accommodate you in class. Please contact the Disability Support Service in Room 168 of Clark Student Center (940) 397-4140 for other support, if needed.

About Campus Carry at MSU
Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's Campus Carry policy

Frequently asked questions

What is my grade in lecture or lab so far?

If you want to calculate your grade by hand, use the tables provided on page 2 to see what each kind of assignment is worth. Multiply your grade or average in each of those categories by the appropriate decimal value. (For example, if exams count for 60% of the lecture grade, multiply your exam average so far by 0.20). Then add each resulting number together for your grade

You can also see your assignment grades (and possibly your average) in the "Grade Book" portion of the D2L page for both lecture and lab.

How do I calculate my overall course grade so far?
By using this formula:
[(Lecture average so far) x (0.60)] + [(Lab average so far) x (0.40)] = Course Grade

Will you round my average?

The grade that you earn by the end of the semester is the grade that you will receive. I will only round up in instances where the average would mathematically round up to the next number (such as in instances of 0.5 and higher). For example, an average of 89.5 will round to a 90).