

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

Lab materials:

This course includes an online lab that requires some household items and a few that you may purchase from the supermarket or hardware store.

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

Contact Information:

Instructor: Mrs. Jeanel Georges Insalaco

Office: Pierce Hall Room 104

Phone: (940) 397-4023

Email: jeanel.insalaco@msutexas.edu

Office Hours: MW: 2:00 – 5:00 PM; or by appointment [Zoom](#); ID: 869 714 2289

Class day/time and location:

Each lab unit will open on Monday, and the normal deadline for assignments is at 11:59 PM 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 Sundays at 11:59PM
Aug. 26 – Sept 1	Lab 1: General Lab Safety (Est. time: 1 hr)	<input type="checkbox"/> Lab 1 worksheet: Lab safety
Sept.2- 8	Lab 2: Intro to Science (Est. time: 1.5 hr)	<input type="checkbox"/> Lab 2 worksheet: Intro to science
Sept. 9-15	Lab 3A: Self-observation food and exercise part A (data collection)	<input type="checkbox"/> Food and Exercise Logs (the logs will take you three days to complete)
Sept. 16 -22	Lab 3B: Self-observation food and exercise part B(report)	<input type="checkbox"/> Lab 3: Food and exercise report due by 11:59PM
Sept 23 - 29	Lab 4: Biological Astronaut	<input type="checkbox"/> Lab 4 worksheet: Biological Astronaut <input type="checkbox"/> Team contract due
Sept 30- Oct 6	Lab 5: Membranes Alive takes 3 days start early	<input type="checkbox"/> Lab 5 worksheet: Membranes Alive
Oct. 7-13	Lab 6: Build a Cell	<input type="checkbox"/> Lab 6 worksheet: Build a Cell worksheet due <input type="checkbox"/> Campaign info sheet
Oct. 14-20	No Lab	<input type="checkbox"/> No Lab
Oct. 21- 27	Lab 7: DNA extraction	<input type="checkbox"/> Lab 7 worksheet: DNA extraction from fruit
Oct. 28- Nov 3	Lab 8: Medical Experience	<input type="checkbox"/> Lab 8 worksheet: Medical Experience due
Nov. 4- 10	Take observations for Lab 9 sleep and cardiovascular over a 3-day period	<input type="checkbox"/> Take observations for Lab 9 sleep and cardiovascular over a 3-day period <input type="checkbox"/> Team Campaign Fact sheet/poster
Nov. 11-17	Lab 9: Self Observation sleep and cardiovascular activity (Est. time: 1.5 hr)	<input type="checkbox"/> Lab 9 Part B: Sleep and cardiovascular activity logs due
Nov. 18- 24	Thanksgiving break	<input type="checkbox"/> THANKSGIVING BREAK NOV 20-24
Nov. 25- Dec 1	Lab 10: Mammalian Brain Dissection	<input type="checkbox"/> Lab 10 worksheet: Mammalian Brain due <input type="checkbox"/> Mock press release
Dec. 2-8	Lab 11: Team public health project	<input type="checkbox"/> Lab 11: Team public health project due <input type="checkbox"/> Team evaluations due

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.

Files submitted as .pages or .HEIC cannot be opened by our computer software and therefore cannot be graded. The following links may be helpful in converting files to .pdf, .doc, and .jpg:

[Convert Pages documents to PDF, Microsoft Word, and more](#)

[How to Convert HEIC to JPG](#)

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.

Late policy

You have a 24 hour grace period within which you may submit an assignment after the due date without penalty. Thereafter 10% will be deducted for each day late up to 6 days. Assignments more than one week late will not be accepted.

For technical problems while doing assignments

It is important to do labs and assignments early so that problems will not prevent you from completing the homework before the deadline is up. Since you have at least one week to complete all assignments, *due dates are firm* and will not be moved due to technical problems.

If you email an instructor for help with a problem, please document the problem in every way possible (detailed descriptions, the time that the problem occurred, and screenshots are all helpful). Include your name and course information.

Lab instructions (for example, you do not understand the instructions).

Check the Lab Help Discussion Board for that lab module on D2L. Your question may have been asked and answered your classmates or instructor

If there is no information on D2L contact me, Mrs. Georges Insalaco, (jeanel.insalaco@msutexas.edu)

An assignment that does not appear to be available on D2L when it should be contact

Mrs. Jeanel Georges Insalaco (jeanel.insalaco@msutexas.edu)

An assignment that has a grading error contact TAs, Kiya Davis kldavis0627@my.msutexas.edu

Or Gage Magargee: gamagargee0622@d2lmail.msutexas.edu

A problem with D2L or MSU's website in general (for example, those websites are not working, or you cannot login).

Contact MSU's Information Technology (IT) department Help Desk by phone at 940-397-4278

Contact the help desk by email at helpdesk@msutexas.edu

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:

$$[(\text{Lecture average so far}) \times (0.60)] + [(\text{Lab average so far}) \times (0.40)] = \text{Course Grade}$$

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).