

Midwestern State University Department of Biology
Course Syllabus for
BIOL 1023.X2A: Introduction to Global Biology Lab

Lab materials and lab kit:

This course uses items that are common at home or in residential environments. We recognize that cost is an issue for many students, and so we will allow up to two students to work together to share 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 am – 10:45 am; 2-3 pm; or by appointment

Office hours will be held via Zoom: <https://msutexas-edu.zoom.us/j/8697142289>;

Zoom ID: 869 714 228

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.

Late Policy: Sometimes “life happens.” In these instances, you are allotted two flex days for the semester. These days allow you to submit an assignment up to two days late without penalty. You can use these days for any assignment and for any reason. You do not need to provide me with the reason: simply email me and tell me how many of your flex days you would like to use. Once you’ve exhausted your flex days, then point deductions will occur for any assignment submitted after the deadline. 5% is deducted for each day an assignment is late up to one week. A submission more than one (1) week overdue is assigned a zero in the gradebook. If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let me know. I will evaluate these instances on a case-by-case basis.”

| Item in Lab | Percent of lab grade | Percent of overall grade in 1023 (weighted) |
|------------------------------|----------------------|---|
| Lab worksheets | 70% | 28% |
| Team Photojournalism 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 |
|----------------|---|--|
| Jan. 17 –22 | Lab 1: Lab Safety | <input type="checkbox"/> Lab: Safety WS due by 11:59PM Jan 22 |
| Jan. 23 - 29 | Lab 2: Intro to Graphing | <input type="checkbox"/> Lab: Intro to graphing WS due by 11:59PM Jan 29 |
| Jan 30- Feb 5 | Lab 3: Dichotomous Keys Lab Start Team Photojournalism project | <input type="checkbox"/> Lab: Dichotomous keys WS due by 11:59PM Feb 5 |
| Feb. 6- 12 | No lab | <input type="checkbox"/> |
| Feb. 13 -19 | Lab 4: Succession (setup only) | <input type="checkbox"/> Lab: Succession setup photo due by 11:59PM Feb 19 |
| Feb. 20-26 | Lab 5: Protists and Fungi | <input type="checkbox"/> Protists and Fungi WS by 11:59PM Feb 26 <input type="checkbox"/> Week 1 Photo of Winogradsky column |
| Feb 27-Mar 5 | Lab 6: Anatomy of a flower | <input type="checkbox"/> Lab: Anatomy of a flower WS due by 11:59PM Mar 5 <input type="checkbox"/> Week 2 photo of Winogradsky column Mar 5 |
| Mar. 6- 12 | No Lab | <input type="checkbox"/> Lab: Week 3 photo of Winogradsky column |
| Mar 13 – 19 | SPRING BREAK | SPRING BREAK Lab: Week 4 photo of Winogradsky column |
| Mar. 20- 26 | Lab 7: Characterizing Communities | <input type="checkbox"/> Lab: Characterizing Communities due by 11:59 Mar 26 <input type="checkbox"/> Week 5 photo of Winogradsky column |
| Mar 27 – Apr 2 | Lab 8: Natures Recyclers | <input type="checkbox"/> Lab 8 Natures Recyclers WS due by 11:59PM Apr 2 <input type="checkbox"/> Week 6 photo of Winogradsky column |

| Dates | Activity | Assignment Due at 11:59PM |
|--------------|---|--|
| Apr. 3- 9 | Lab 9: Invertebrates are Awesome | <input type="checkbox"/> Lab: 9 Invertebrates are Awesome WS due by 11:59PM Apr 9 <input type="checkbox"/> Week 7 photo of Winogradsky column |
| Apr. 10 - 16 | Finish Lab 4 Ecological Succession | <input type="checkbox"/> Lab: Ecological Succession WS due by 11:59PM Apr 16 |
| Apr. 17- 23 | Lab re-do opportunity | <input type="checkbox"/> Lab re-do due opportunity due by 11:59PM Apr 23 |
| Apr 24 - 30 | Finish Lab 12: Team Photojournalism Project | <input type="checkbox"/> Team photojournalism project uploaded by 11:59PM Apr 30 |

Lab worksheets

At the end of each lab you will complete a summary worksheet (WS) that you will submit as a PDF files to D2L dropbox. These assignments are described in greater detail in the lab syllabus. **File formats on Apple devices such as .pages (Mac word processor) and HEIC (image files) cannot be read by our computers and therefore cannot be graded.** They must be converted to PDF or JPEG before submission. For instructions on saving files as PDF see the document “How to turn in files for this course”.

Team photojournalism project

You will work with a team to complete a project that involves photographing and identifying organisms, biological processes and ecological structures found in an area. 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.

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) or if an assignment does not appear to be available on D2L when it should be contact me, Mrs. Georges Insalaco, (jeanel.insalaco@msutexas.edu)
- An assignment that has a **grading error** contact the Teaching Assistant (TA), Sherna Xavier shernaxavier123@gmail.com

- 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, or by email at helpdesk@msutexas.edu

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.

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](#)