

# BIOLOGY 3454: GENERAL ZOOLOGY

## LABORATORY SYLLABUS: fall 2010

### LABORATORY INSTRUCTORS:

**Matt Nelson:** Office: 135 Life Science Bldg. (Phone: 817-272-5732) [kmmnelson@uta.edu](mailto:kmmnelson@uta.edu)

**Coleman Sheehy:** Office: 470 Life Science Bldg. [cmsheehy@uta.edu](mailto:cmsheehy@uta.edu)

**Dr. Corey Roelke:** Office: 470 Life Science Bldg. [croelke@uta.edu](mailto:croelke@uta.edu)

**Instructor's Office Hours:** The laboratory instructor will announce his or her 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
<b>002</b>	<b>M</b>	<b>1:00-4:50 PM</b>	<b>133 L.S. Bldg.</b>	<b>Coleman Sheehy</b>
<b>003</b>	<b>T</b>	<b>1:00-4:50 PM</b>	<b>133 L.S. Bldg.</b>	<b>Coleman Sheehy</b>
<b>004</b>	<b>W</b>	<b>1:00-4:50 PM</b>	<b>133 L.S. Bldg.</b>	<b>Corey Roelke</b>
<b>005</b>	<b>Th</b>	<b>1:00-4:50 PM</b>	<b>133 L.S. Bldg.</b>	<b>Corey Roelke</b>
<b>006</b>	<b>F</b>	<b>1:00-4:50 PM</b>	<b>133 L.S. Bldg.</b>	<b>Corey Roelke</b>

Week beginning	Laboratory Title	Pages in Chapters in Lab Manual
sep 13	Introduction, Use of Microscope, Drawing, Classification, Cladistics	Exercise 1, 7
sep 20	Phyla Porifera, Cnidaria	Exercise 9,10
sep 27	Platyhelminthes & Pseudocoelomate Phyla	Exercise 11,12
oct 4	Phylum Mollusca	Exercise 13
oct 11	Phylum Annelida, Arthropods	Exercise 14,15
oct 18	Phylum Arthropoda, Subphylum Crustacea	Exercise 15
oct 25	<b>Laboratory Examination I (radiata, lophotrochozoa and ecdysozoa)</b>	
nov 1	Phylum Echinodermata, Chordates	Exercise 16, 17
nov 8	Vertebrata: Fishes and Amphibians	18 download from website
nov 15	Vertebrata: Reptilia, Aves, Mammalia, Human Evolution	19 download from website
nov 29	<b>Laboratory Examination II (deuterostomes)</b>	

### OPEN LAB

We will likely have open lab hours at some point close to the lab exams. These will be times that you can look over the lab specimens again to refresh your memory.

### 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 40-50 questions that will ask for identification of specimens, identification of anatomical structures in specimens, identification of the function of anatomical structures, specimen classification, diagnostic characteristics associated with specimen classification and questions regarding any other material covered in the laboratory. Laboratory tests are not comprehensive. They will only cover material studied in the laboratory exercises carried out during the period preceding a particular test.

**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** presented in the notebook.

**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. Five unannounced, 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.

## **Important University Policies:**

**Drop policy:** If you choose to drop the course, you have to do so by november 5. However, I am not expecting you to drop. I am not going to 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 Financial Aid Office 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 Americans with Disabilities Act (ADA). 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. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. 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.

**Academic Integrity:** It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. According to the UT System Regents' Rule 50101, §2.2, "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

**Student Support Services Available:** The University of Texas at Arlington has established a variety of programs to help students meet the challenges of college life. Support to students includes advising, counseling, mentoring, tutoring, supplemental instruction, and writing assistance. For a complete list of academic support services, visit the Academic Assistance resource page of the Office of Student Success Programs, [www.uta.edu/uac/studentsuccess/academic-assistance](http://www.uta.edu/uac/studentsuccess/academic-assistance). To help students address personal, academic and career concerns, individual counseling is also available. For more information, students are encouraged to contact Counseling Services [www.counseling.uta.edu](http://www.counseling.uta.edu) at (817) 272-3671 or visit a counselor in 216 Davis Hall.

**Electronic communication policy:** The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. Students are responsible for checking their MavMail regularly. Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

**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 contact the Instructor as soon as possible if you are interested in being an undergraduate teaching assistant in General Zoology after completing the course.

### **Mandatory Online Safety Training:**

1. Go to <http://www.uta.edu/training>.
2. Log on using your network log-on ID and password (what you use to access email). If you do not know your NetID or need to reset your password, visit <https://webapps.uta.edu/oit/selfservice/>.
3. The available courses for completion will be listed under "Training I'm Enrolled In". Complete the course entitled 'Student Lab Safety Training – General.'  
\*\*\*NOTE: If you completed Wet, Dry or Biology Lab Safety Training course last semester for another class, that training is still applicable until the end of this academic year. Please follow instructions in #4 to print the certification page for your TA.
4. Go to 'Training I've Completed' and print the displayed page for your TA. Verify that it shows clearly your name, and that 'General, Wet, Dry or Biology' training is completed/passed and the date when the training was completed. If you have just completed the training but it is not updated on the 'Training I've Completed' page, please log out of the system and log back in. If the training still does not show up on this page, call the Helpline at 817-272-5100.

5. If you were enrolled in a course with a lab last semester and did not complete the training or if you do not see training for this academic year listed, email [compliance@uta.edu](mailto:compliance@uta.edu) providing your name, a contact phone number, NetID and course (e.g. BIOL 1441-005) and request the appropriate training for your course.

6. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture).

7. Lab Safety Training is required to be completed once every academic year. Training completed in the Fall semester is valid for the Fall, Spring and Summer sessions. It is your responsibility to print your training certification page and turn it in each semester to your TA for each course with a lab you are enrolled in.

For training specific questions, contact the Environmental Health and Safety office at 817-272-2185.

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)