

BIOLOGY 3454: GENERAL ZOOLOGY

LABORATORY SYLLABUS: spring 2012

LABORATORY INSTRUCTORS:

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

Coleman Sheehy: Office: 451 Life Science Bldg. cmsheehy@uta.edu

Alexander Hall: Office: 136 Life Science Bldg. alexandershall@mavs.uta.edu

Heath Blackmon: Office: 450 ERB, coleoguy@gmail.com

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
002	M	1:00-4:50 PM	133 L.S. Bldg.	coleman
003	T	1:00-4:50 PM	133 L.S. Bldg.	coleman
004	W	1:00-4:50 PM	133 L.S. Bldg.	alex
005	Th	1:00-4:50 PM	133 L.S. Bldg.	heath
006	F	1:00-4:50 PM	133 L.S. Bldg.	heath

Week beginning	Laboratory Title	Pages in Chapters in Lab Manual
feb 6	Introduction, Use of Microscope, Drawing, Classification, Cladistics	exercise 1
feb 13	Phyla Porifera, Cnidaria	exercise 2
feb 20	Phylum Annelida	exercise 3
feb 27	Phylum Mollusca	exercise 4
mar 5	Phylum Rotifera, Platyhelminthes, and Nemata	exercise 5
SPRING BREAK		
mar 19	Laboratory Examination I	
mar 26	Phylum Arthropoda, Subphylum Crustacea	exercise 6
apr 2	Phylum Echinodermata, Chordates	exercise 7
apr 9	Vertebrata: Fishes and Amphibians	exercise 8
apr 16	Vertebrata: Reptilia, Aves, Mammalia, Human Evolution	exercise 9
apr 23	Laboratory Examination II (molluscs and deuterostomes)	

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%
Total Points	100%	40%

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**.

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:

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.

Drop Policy: If you choose to drop the course, you have to do so by March 30. 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. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but 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" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

Lab Safety Training: Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this

week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

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 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