**BIOLOGY II LABORATORY**  
**BSC-1011L (1 CREDIT)**

**CLASS MEETINGS: DAYS/TIME/LOCATION**
This BSC 1011L laboratory class meets Mondays and Wednesdays from 11:30-2:50 in YBOR 202. If you are registered for my lecture section of BSC 1011, it meets Mondays and Wednesdays in YBOR 214 from 8:00-11:20.

**INSTRUCTOR**
Dr. Susan Miletta, Professor of Biology (HCC-Ybor Campus)

**OFFICE LOCATION**
YFAC 212

**OFFICE HOURS**
All office hours are daytime hours. There are no evening hours. Office hours are held in YFAC 212. During the summer term the hours are: Monday through Friday from 7:00-8:00. Additional hours are available by appointment, telephone and e-mail.

**TELEPHONE NUMBER**
813-253-7653

**E-MAIL ADDRESS**
smiletta@hawkmail.hccfl.edu

**OFFICIAL COURSE COMMUNICATIONS**
All official communications (such as announcements, assignments, exam grades and end of term grades) pertaining to this course will be accomplished via Campus Cruiser. Students are responsible for checking their Campus Cruiser homepage each week.

**COURSE DESCRIPTION**
Intended for science majors. It introduces students to the science of biology. Topics include a review of bacteria, protists, fungi, nonvascular and vascular plants, and invertebrate and vertebrate animals. Prerequisite: College-level reading and math skills. Corequisite: BSC 1011.

**TEXTBOOK REQUIREMENTS**
The required text is "Photo Atlas for Biology" by James Perry and David Morton (1996). The "1011L Laboratory Manual" by Dr. Miletta is available online at the HCC Faculty, Ybor Campus and Campus Cruiser websites. Publisher generated materials, such as "Mastering Biology", are available with the lecture class text. Access instructions for publisher materials are available on the HCC Faculty and Campus Cruiser websites.

**ONLINE MATERIALS**
Course materials may be found at two locations:

To access Dr. Miletta’s HCC Webpage:

Go to the HCC homepage. Click on the word "Faculty", which is located on the right side of the homepage. When the next page opens, click on either the words "Faculty WebPages" on the right or "Faculty Info" on the left. When the next page appears, select "Miletta, Susan" from the list, click on it and the Webpage will appear. A list of available classes and online labs is on the left side of the page.

To access Campus Cruiser:
Open the HCC homepage and click on "Hawknest" (located on the left side of the page). When the next screen appears, select "Campus Cruiser" and follow directions to enter your ID and password. Once you do so, your personal homepage will appear. Your email and classes are located on your homepage. Click on our course number and our class homepage will appear. The syllabus, schedule and copies of any other pertinent course materials can be found on the course homepage. Online labs for BSC 1011L, BSC 1085L and BSC 1086L are not located on Campus Cruiser; they are only on Dr. Miletta’s HCC Webpage.
## Grading System

The standard college grading scale is used for this course: A = 100-90; B = 89-80; C = 79-70; D = 69-60; and F = below 60. A grade of "FX" is given for failure due to nonattendance. FX appears on your transcript as an "F" grade and counts the same.

## Classroom Etiquette

Rules of etiquette for college classes will be maintained and include: not walking in late or leaving early, no slamming of doors or other materials, no display or use of food or drink, no noise from (or use of) electronic devices (such as cell phones), no wandering in/out of the room for any reason, no sleeping or keeping your head down on your desk, no inappropriate conversation(s), and no expressions of disrespectful attitude, speech, or behavior may be exhibited towards your instructor or your peers. You will be penalized 3 points per occurrence if you fail to comply with simple common courtesy and proper social behaviors. Points will come "off the top" of the exam score that follows the occurrence. Additionally, should "repeat" inappropriate behaviors become an issue with your presence in the classroom; you will be directed to meet with Dean Herlocker (Ybor Dean of Student Services). Until you meet with the Dean and she clears you to return to class, you will not be allowed to attend. If you attempt to attend prior to receiving clearance from the Dean, you will be removed from the room by Campus Security. Exceptions to the direct removal if points from an exam are absences and late arrivals: instead of point removal from the next exam score, both absences and late arrivals are penalized thusly: one absence from class or two late arrivals or two early departures = one absence. Three absences = one drop in letter grade.

Students will work in small groups for most labs. Each group will be responsible for washing and drying their instruments, trays and tables as well as returning specimens and laboratory equipment to the proper places. No equipment or debris may be left in the sinks or on the tables.

## Exam Policies

Your grade for this class is completely separate from your grade for the lecture section. Your laboratory grade will be based upon your performance on two equally weighted laboratory practical exams. Each exam will cover the topics indicated on the syllabus for that particular exam. No exam grades will be "dropped" or discounted in any way. No exam may be retaken to improve or replace a low score. The exams will be primarily short answer format. Diagrams and projection slides may be used on the exams. "Bonus" questions may or may not be included on the exams.

No notes, books, dictionaries, or any other materials may be displayed or used during the exam. No earphones may be worn and no electronic devices (including dictionaries and cell phones) may be displayed or used during the exam period. You may not scribble, write, "brain dump" or sketch on either the exam questions or your answer sheet. Any such markings will be regarded as an attempt to cheat and will result in a grade of zero for the exam.

Any student who leaves the room during the exam (for any reason) must surrender their answer sheet prior to leaving. The student will not be allowed to return and continue taking the exam. The instructor will retain all exam questions and completed answer sheets. If a student's answer sheet is removed from the exam room or kept by the student at the end of the scheduled exam period, a grade of zero will be given for the exam. An answer sheet will not be accepted (and a grade of zero will be issued for the exam) if a student works beyond the time allotted for the exam.

Grade notification will be given only via Campus Cruiser. Grades will be posted on your Campus Cruiser homepage (under "Student Tools", "My Grades"). Grades will be posted within 5 workdays following the exam date. Exam dates and times are clearly indicated on this syllabus and unless there is an emergency (such as cancellation of HCC classes due to a severe storm) the exams will be given as scheduled. If an emergency occurs, notification regarding the new administration date for the exam will be announced in class and posted via Campus Cruiser.

If you miss an exam, a makeup will not automatically be provided. In order to make up a missed exam you must provide a legitimate excuse with valid documentation. The instructor has sole authority for determining if the excuse for an absence is valid. A vacation at the beach, for example, would not be considered a valid reason to miss an exam. A student may replace only one missed exam with a makeup exam. Additional missed exams will be counted as zeros. The instructor retains the right to give either cumulative or individual makeup exams. Arrangements for a makeup exam must be made in advance with the instructor. Makeup exams will only be given once, and the instructor will determine the time for the exams.

No "bonus" points of any type will be applied to a makeup exam. Makeup exam questions will not be the same as those on the original exam. You must have a minimum of a D average (60%) on your other laboratory practical exam in order to take the missed exam at the end of the term. There will be no make-up for exam #2.
Course requirements are extensive and therefore prohibit the use of class time for a review/discussion of completed exams. All students are encouraged to do a post-exam review during office hours. Students may not review an exam unless they completed the exam. Cumulative or end of term/late date reviews are not allowed.

**ATTENDANCE POLICY**

There are two major reasons why the college is now asking us to track attendance: (1) students who receive state or federal student loans/grants for a class may be required to pay back a percentage of their award money if they do not complete 60% of the class. The amount to be repaid is usually determined by the student's last day of class attendance; (2) the college now gives a grade of "FX" to indicate "failure due to nonattendance" in a course. To award the "FX" grade, the last date of attendance must also be verified. The instructor will take attendance from a seating chart. Please check the "Classroom Etiquette" section of the syllabus. Points will be removed from your grade infractions of classroom etiquette rules. Also note: one absence from class or two late arrivals or two early departures = one absence. Three absences = one drop in letter grade.

**HCC/STATE FINANCIAL AID POLICIES**

Paying Back Money: Students who have received financial aid this semester should not drop or withdraw from this class without first talking with someone in the financial aid department. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.

**POLICY REGARDING ACADEMIC DISHONESTY**

Cheating on an exam or in the preparation of a written report (plagiarism) will result in a grade of zero for the exam or the report. Additionally, cheaters will be reported to our academic Dean (Dr. Alford) as well as our Dean of Student Services (Dr. Herlocker). This is the only warning regarding cheating that will be provided.

**POLICY REGARDING GRADE NOTIFICATION**

The national law regarding privacy of student records prohibits any type of grade posting or the distribution of grades via any unsecured telecommunication device. Therefore, posting will be restricted to the (secure) Campus Cruiser website. Grades will be posted on your Campus Cruiser BSC 1011L homepage (under “Student Tools”, “My Grades”) within 5 workdays following the exam date.

**STUDENTS WITH DISABILITIES**

Accommodations for physical or learning impairments must be coordinated through the Services to Students with Disabilities (SSD) office. You may visit the SSD office, which is located on the first floor of the Ybor Campus faculty Building (VFAC), or call SSD at 253-7757.

**INSTRUCTIONAL METHODOLOGIES**

This class is the "hands on" portion of the BSC 1011 course. Students will work in small groups to perform experiments each week. Group discussion of results will take place at next lab session.

**POLICY REGARDING SCHEDULE/SYLLABUS CHANGES**

Please be advised that the instructor reserves the right to amend the syllabus at any time. All students are responsible for handouts and/or announcements given during their own absence from any class session. Campus Cruiser is the official posting site for any changes that may be announced.

**IMPORTANT DATES**

Drop/add runs from June 30th through July 02nd. The last day to withdraw from this class without a grade is July 26th. If you stop attending the course without officially withdrawing, a grade of "F" will be entered in your transcript.

**COURSE OBJECTIVES/LEARNING OUTCOMES**

At the end of this course, the successful student will be able to identify, define and/or explain important terms and concepts associated with:

1. describing viruses and bacteria and defining the important terms associated with their structure, organization and classification;
2. using microbiological methods to investigate representative microbes;
3. visually recognizing members of the bacterial, protist and fungus kingdoms and identifying and describing some of their body features;
visually recognizing representatives of the nonvascular plants and identifying and describing some of their body structures;

visually identifying representatives of the vascular plants and identifying and describing some of their body structures;

visually identifying representative invertebrate animals and identifying and describing some of their body structures;

dissecting representative invertebrate animals, identifying some of their important body structures, and describing the functions of those structures; and

dissecting representative vertebrate animals, identifying some of their important body structures and describing the functions of those structures.

<table>
<thead>
<tr>
<th>COURSE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>W</strong> JUNE 30</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>M</strong> JULY 05</td>
</tr>
<tr>
<td><strong>W</strong> JULY 07</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>M</strong> JULY 12</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>W</strong> JULY 14</td>
</tr>
<tr>
<td><strong>M</strong> JULY 19</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>W</strong> JULY 21</td>
</tr>
<tr>
<td><strong>M</strong> JULY 26</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>W</strong> JULY 28</td>
</tr>
<tr>
<td><strong>M</strong> AUGUST 02</td>
</tr>
<tr>
<td><strong>W</strong> AUGUST 04</td>
</tr>
<tr>
<td><strong>M</strong> AUGUST 09</td>
</tr>
</tbody>
</table>