

**BIO 105 Biological Concepts: Unity
FALL 2011 LABORATORY SYLLABUS**

Instructor: Dr. Courtney Kurtz
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Office Hours: Th 8:30-9:30 a.m.; Fri 1-2:30 p.m.
Also by appointment, as needed

Lab Times: D07L – W 12:40-2:40; B06L – F 10:20-12:20

Laboratory Text: BIO 105: Concepts in Biology: Unity: Laboratory Manual.

Attendance: You are required to attend the lab section in which you are enrolled and the corresponding lecture section. Dr. Kostman is lecturer for A01-A07, Dr. Holton for B01-B07, Dr. Lammers for C01-C07, Dr. Kurtz for D01-D07 and Dr. Kallas for E01-E07. YOU MUST ATTEND THE LECTURES THAT CORRESPOND WITH YOUR LABORATORY SECTION, (e.g. if you enroll for lab sections A01L-A07L, you must attend Dr. Kostman's lectures.... not attend Drs. Holton's or Beard's or Lammers' or Kostman's lectures.) **Attendance will be taken at the beginning of every lab. You will miss 10 participation points for each lab that you miss unexcused.**

Missed Labs: If you must miss your regularly scheduled lab you can try to attend another lab, preferably one taught by the same lab instructor (Dr. Kurtz). It is YOUR responsibility to contact the instructor of that lab and confirm that you may participate in her/his lab section. Lab instructors are under no obligation to allow you into their lab. IT IS ONLY POSSIBLE TO MAKE UP A LAB DURING THE SAME WEEK OF YOUR SCHEDULED LAB SECTION!!!

Lab Materials Needed: 1) 3-ring binder or folder for your lab manual; 2) 15-cm ruler; 3) calculator; 4) #2 pencils and erasers; 5) notebook or lab notebook

E-mail Correspondance & D2L: E-mail communication and D2L will be used frequently throughout the semester to communicate between the instructor and students. E-mails constitute legal, official University communication. **You are responsible for checking your e-mail daily and for checking D2L on a regular basis.** Not checking your e-mail is not an excuse for performance problems in the class. Contact Academic Computing for assistance with email and D2L. *Do not write your emails in "text-speak". If I receive an email written this way, I will assume it is not in English and will not respond.*

Students with Disabilities: Students with disabilities are welcome in this course. Please contact your lecture instructor **in the first week of class** so that we can discuss necessary accommodations.

Academic Honesty Policies: Policies are clearly defined at this institution and will be followed. Students are referred to the University of Wisconsin-Oshkosh Student Discipline Code as detailed in specific provisions of Chapter 14 of the State of Wisconsin Administrative Code. Any student(s) found in violation of any aspect of the above Code (as defined in sections UWS 14.02 and 14.03) will receive a sanction as detailed in UWS 14.05 and 14.06. Examples of violations include: looking at another student's exam or answer sheet and copying the answers during an exam, talking or whispering to another student during an exam, receiving text messages during an exam on an electronic device or listening to answers or information recorded on an electronic device via earphones during an exam. **Cheating on an exam (including looking at someone else's paper) at a MINIMUM leads to zero on that exam, with no opportunity for a make-up or extra credit. A second offense is an F in the course and a report to Dean of Students.**

Common Courtesy: Ringing cellular phones are a distraction to the instructor and others in the class. Turn off all cell phones, pagers and MP3 players before class. Keep them in your backpack or purse until class is finished. **NO cell phones, PDAs, headphones or other electronic devices will be allowed during an exam!**

Suggestions for Success: I recommend that you set aside 6-9 hours per week to study your notes and text. Re-writing or re-organizing your notes in a way that makes sense to you can be a great way to study. Draw out the pathways and concepts that we discuss and make sure that you remember them. Studying in groups helps some students to understand concepts that they may not comprehend on their own, so this may work for you. If you do study in a group, make sure that you study on your own as well.

Tutoring Available: The Center for Academic Resources (CAR) provides free, confidential tutoring for students in most classes on campus. CAR is located in the Student Success Center, Suite 102. Check the Content Tutoring page on CAR's website (www.uwosh.edu/car) for a list of tutors. If your course is not listed, click on a link to request one, stop by SSC 102 or call 424-2290. To schedule a tutoring session, simply email the tutor, let him/her know what class you are seeking assistance in, and schedule a time to meet. Tutoring takes place in SSC 102. The Center for Academic Resources also provides support to students through Supplemental Instruction (SI) and the Peer Educator program. Visit the website for more information. There will be an SI leader for this class (Zach Seelman).

Grading: Grades will be posted on D2L throughout the semester and will be based on

Laboratory Activities/Assignments	80 points
Participation & Attendance	20 points
Total	100 points

Your total lab points will be relayed to your lecture professor at the end of the semester. They will then be included in your final course grade based on your lecture instructor's grading scheme.

Course Outline: For an outline of what will be covered during each session, please consult your laboratory manual.

