Bi 252L Principles of Biology Laboratory
Summer 2015 Syllabus
Portland State University

Lab Instructors
Brett Younginger
Office: CLSB 2N016
b.younginger@pdx.edu
Office Hours: F 12pm-1pm
Sections:
251L-004 MTW 11:00-13:50 CLSB 2N016
251L-005 MTW 8:00-10:50 CLSB 2N016

Jessica Szabo
Office: CLSB Lobby
szab@pdx.edu
Office Hours: F 12pm-1pm
Sections:
251L-006 MTW 17:00-19:50 CLSB 2N016

Course Web Page
The PSU online resource “D2L” will be used for posting course materials and grades. Log in at https://d2l.pdx.edu with your PSU username and password.

Required Items
The lab manual is available for download from D2L.

Attendance
You are required to attend each lab, and to arrive for all of your labs on time. Missed labs cannot be made up. There is a participation component to each lab report. You must stay for the lab and actively participate. Lack of participation will result in the automatic loss of points for that lab’s write-up. You must attend the first lab to maintain your spot in this class. You may be dropped from the course if you do not arrive in the first 15 minutes.

Quizzes
At the beginning of each lab, you will be given a quiz on the previous lab. There will also be one question on the current lab, so read the lab before you arrive. Quizzes are given at the beginning of the lab period so it is imperative that you arrive on time. No quizzes will be handed out after the first quiz is turned in. There will be a quiz every lab period except the first. 8 quizzes, 10 points each. The lowest quiz score is automatically dropped. 70 points total. No makeup quizzes will be given for any reason whatsoever.

Lab Write Ups
NO MAKE-UP LABS. You must complete each lab, and answer all questions to receive full credit. There are 9 labs, worth 15 pts each. The lowest lab report score is automatically dropped. 120 points total.

Lab write-ups are due electronically in the D2L dropbox at the start of lab that takes place the next day. They may be submitted as pdf, jpeg, doc, or docx files. Labs that are turned in late will automatically have 4 points deducted before grading. Labs may not be turned in more than one day late. You may not turn in a lab write-up for a lab you did not attend.

Drawings need to be large enough for clarity, and labeled with the name of the item, its size, and any of its parts named in the lab notebook. Answers to questions need to be typed on a separate sheet in 12 point font. Show your calculations.

Sign your lab with your name, TA’s name and lab time, IN PEN, in the upper right corner of the first page. If you miss the lab for any reason and do not discuss with your TA, you will not get any points for that lab write-up.

Species Account
You will be completing an animal and plant lab project in Bi 252 that will be due at the beginning of Lab 9 (Jul 29th). This project is worth 10 points. You will be receiving the specific details of this assignment during Lab 3.
Grading

<table>
<thead>
<tr>
<th>Item</th>
<th>Points Each</th>
<th>#</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write Ups</td>
<td>15</td>
<td>9</td>
<td>120</td>
<td>Lowest score dropped</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
<td>8</td>
<td>70</td>
<td>Lowest score dropped</td>
</tr>
<tr>
<td>Species account</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>200</td>
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</tbody>
</table>

Disability

If you have a disability and are in need of academic accommodation: first register with the Disability Resource Center (503) 725-4150, [http://www.drc.pdx.edu](http://www.drc.pdx.edu), then notify Dr. Reddy to make appropriate arrangements. Note: exams taken at the PSU Testing Center must be taken at the same time as class exams. Schedule exams at the Testing Center as soon as possible to ensure a spot.

Academic Courtesy

1. Students are expected to arrive for class on time so that labs start and end according to schedule.
2. Respect the rights of fellow students during the class period.
3. Please avoid talking or other distracting behavior, and turn phones off.
4. Everyone is expected to help maintain the appearance of the classroom. After class, all trash should be removed and discarded appropriately.

Academic Honesty

Cheating or plagiarism of any kind will not be tolerated. See the PSU “Code of Student Conduct and Responsibility” for more information: [http://www.pdx.edu/dos/codeofconduct](http://www.pdx.edu/dos/codeofconduct). If cheating is observed, the grade for the assignment will be a “0”, and cannot be dropped as a lowest score. The student will be reported to University officials as described in the Code (577-031-0142: Procedures for Complaints of Academic Dishonesty).

Principles of Biology and Plagiarism

The rules concerning plagiarism are very important to know and follow. The PSU policy on academic dishonesty, including plagiarism, is available online ([http://pdx.edu/dos/psu-student-code-conduct](http://pdx.edu/dos/psu-student-code-conduct)). Academic dishonesty will result in disciplinary action, ranging from a zero on an assignment, to a failing grade for the course, to expulsion from the University. This short guide contains recommendations regarding plagiarism and specific situations you may encounter in BI 251, 252, and 253.

**Can I use outside sources for my lab reports? If so, how do I do this properly?**

Do not use outside sources if a lab report question says:

- “In your opinion…”
- “Based on your observations in lab…”

If you can use outside sources:

1. The source material must be paraphrased (put into your own words)
   - One way to be sure you paraphrasing: read the source materials, take notes on them, and then write your answer based on your notes.
2. The source must be properly cited.
   - Example: “Murray and Henderson suggested that the moon is made of cheese (Murray, E. and Henderson, L. Journal of the Imagination, Aug 1895, 143-145, print).”

**Can I collaborate with fellow students? If so, how do I do this properly?**

Although you will often work in groups, each person gets graded individually. Treat a lab discussion like you would when paraphrasing an outside source. Feel free to
discuss the answers to the lab questions and take notes on your discussion points. Write your final answers later, on your own, based on these notes. Developing computer and software skills is an important goal of this class. If one person creates all the graphs and tables for the whole group, those goals will not be reached. Unless noted otherwise, you must create your own graphs and tables from the data sets gathered by your lab group.

Quizzes are never collaborative! When in doubt, ask!
You cannot get in trouble for asking your TA any question. Here are some examples that can get you on the right track if you’re concerned about plagiarism:

“Is it ok if I answer my questions like this?”
“How much can my teammates and I collaborate on this section?”

For more information, see: http://library.pdx.edu/tutorials/citation/1, A handy tutorial on citing sources from the PSU Library

Laboratory Rules
- Read the lab ahead of time.
- Turn your phone off for the duration of the lab.
- Arrive on time and prepared for 3 hours of work.
- The computers are for Bi 251-related work only, e.g. data collection, lab report write-ups, or investigation of topics related to the lab exercise or lectures.
- Cheating and any other academic dishonesty will result in a zero for the assignment, and will be reported to the University administration.
- Leave the lab benches cleaner than you find them. Messes that someone else has to clean up will result in point deductions.

I. Safety
- Report any injuries or broken equipment to the TA immediately.
- No sandals or open shoes of any kind. You will be asked to leave the lab if you are not in compliance.
- Leave backpacks and jackets in the cubby holes next to the door.
- Absolutely no eating or drinking in the lab.
- Waste containers must be used for all designated substances. Your TA will tell you what can be disposed of in the sink.
- Dispose of cover slips and broken glass in the red sharps container.
- The phone by the elevator is a direct line to campus safety.

II. Your lab manual, table, and partners
- Read over the current material before your lab period. If hypotheses are required, think about how to state them succinctly, but wait until the lab material has been introduced before stating hypotheses in final form. Fill out the required questions, drawings, etc. as much as possible during lab. Your lab records are important for your grade. Use a pencil for drawings.
- Lab work should be completed in cooperation with your table partners (see “expectations for students” below).
- When you are finished, make sure all equipment and chemicals are stored in the proper place (either in the center of the table or on the back bench). Unless instructed otherwise, all glass- and plastic-ware must be cleaned and returned to the center of your lab table for use by the next class. Leave them to dry upside down on a paper towel (or in a test tube rack) in the center of your lab bench. Do not leave them in or by the sink! Used test tubes should be discarded in the sharps waste container.
• Make sure your table is wiped down and push in the chairs.
• Stick around for discussion after the lab. This will help you understand the lab
  more thoroughly and will help you complete the questions in your lab manual.

III. Microscopes and Slides

A. Microscopes: DO NOT MOVE THE MICROSCOPE FROM YOUR BENCH.
1. When you are through with the microscope, make sure oil is wiped off the oil
   immersion lens, and make sure it is stored in the correct position (stage
down, on 4X, lamp off, and without a slide on it). Clean objectives and
   oculars using only the special lens paper (not paper towels or Kleenex).
2. Report any microscopes that are not stored properly from the previous lab.
3. If for some reason you need to move the microscope, do so carefully--
   always use two hands.

B. Slides: Each table will have one box of clean slides and coverslips. Prepared
   slides will either be on each table or on the back counter.
1. Prepared slides must be returned to the box where they were obtained, with
   the label right side up. Do not mix them up, do not place them in the wrong
   box.
2. Dispose of slides and coverslips you prepared yourself in the sharps
   container.

Expectations for Students

Learning in the University environment should be stimulating, demanding, and also
fair. We encourage the open discussion and exchange of ideas, particularly in the
laboratory setting. However, it is essential that all graded work in this course be your
own work, and in your own words.

Below are the expectations for students in this class. This set of expectations is
intended to maximize debate and exchange of ideas in an atmosphere of mutual
respect while preserving individual ownership of ideas and written words. If you feel
you do not understand or cannot agree to these expectations, you should discuss this
with your instructor and classmates.

1. Students are expected to work cooperatively with other members of the laboratory
   and show respect for the ideas and contributions of other people.

2. When working as part of a group, students should strive to be good contributors to
   the group, to listen to others in the group and try not to dominate, and to recognize
   the contributions of others. Students should try to ensure that everyone in the group
   makes a contribution, and recognize that everyone contributes in different ways to a
   group process.

3. Students should conduct experiments and discuss problems as part of a group, but
   must write lab reports and exams alone, without copying anyone else’s work.
<table>
<thead>
<tr>
<th>Date</th>
<th>Due:</th>
<th>Lab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Jul 13</td>
<td>-</td>
<td>1: Developmental Biology</td>
</tr>
<tr>
<td>T Jul 14</td>
<td>Quiz 1, Lab Write Up 1</td>
<td>2: Natural Selection</td>
</tr>
<tr>
<td>W Jul 15</td>
<td>Quiz 2, Lab Write Up 2</td>
<td>3: Cnidarians, Platyhelminthes, Nematodes, and Annelids</td>
</tr>
<tr>
<td>M Jul 20</td>
<td>Quiz 3, Lab Write Up 3</td>
<td>4: Mollusks; species accounts assigned</td>
</tr>
<tr>
<td>T Jun 21</td>
<td>Quiz 4, Lab Write Up 4</td>
<td>5: Arthropods</td>
</tr>
<tr>
<td>W Jul 22</td>
<td>Quiz 5, Lab Write Up 5</td>
<td>6: Phylogeny and Comparative Anatomy of Deuterostomes</td>
</tr>
<tr>
<td>M Jul 27</td>
<td>Quiz 6, Lab Write Up 6</td>
<td>7: Vegetative Structures and Function</td>
</tr>
<tr>
<td>T Jul 28</td>
<td>Quiz 7, Lab Write Up 7</td>
<td>8: Stomatal Density</td>
</tr>
<tr>
<td>W Jul 29</td>
<td>Quiz 8, Lab Write Up 8</td>
<td>9: Reproduction; species accounts due at the start of class</td>
</tr>
</tbody>
</table>

Note: Lab Write Up 9 end of Jul 29 lab class

IMPORTANT INFORMATION: Please fill out on Day 1

Your labmate’s names and email addresses:

________________________  ________________________
________________________  ________________________
________________________  ________________________
________________________  ________________________
________________________  ________________________
**Principles of Biology -- Bi 251**

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3. **Students should conduct experiments and discuss problems as part of a group, but must write lab reports and exams alone, without copying anyone else’s work.**

I have read and understood the expectations for students in this class. If I am uncertain about appropriate behavior in the class I will ask one of the instructors for clarification. I understand that *any* instances of academic dishonesty (see the PSU “Code of Student Conduct and Responsibility” for more information see [http://www.pdx.edu/dos/conductcode](http://www.pdx.edu/dos/conductcode)) will result in a zero for that assignment or exam, and will be reported to the University administration, as outlined in the course syllabus.

Signed,

__________________________________________ Date: __________________

Printed Name:

__________________________________________