

BIOLOGY 1103 INTRODUCTORY BIOLOGY LAB, FALL 2023 CRN#: 11762

Instructor: Dr. Hsini Lin; Email: hlin@utep.edu

Lecture Time: Asynchronous Online Class

Location: Blackboard

Office Hours: By appointment

Course Objectives

This laboratory course accompanies the Introductory Biology class for non-majors. It provides elementary aspects of evolution, physiology, development, genetics, and ecology in plants and animals.

Required Materials

- A good attitude and willingness to work hard
- Access to online course materials on Blackboard
- An e-mail address on record that you check regularly
- No textbook is required for this course. All the course content will be available via the UTEP Blackboard.

Technology Requirement

Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or switch to another browser.

You will need to have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook, and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

(https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html)

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication

There are a number of ways we can keep the communication channels open:

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When emailing me, be sure to email from your UTEP student account, and **please put the course number in the subject line.** In

the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put **your first and last name** and your university identification number.

- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.

Course Schedule

Students are expected to complete the assigned activities within the scheduled timeline. If students fail to submit any required work before the deadline, they will receive a grade of zero (0) for that assignment, with no exceptions.

Course Schedule

WK	Date	Scheduled Lab Activity	Lab Report Due Date
1	08/28 – 09/01	No Lab	
2	09/04 – 09/08	Lab 1: Scientific Method	11:59 PM 09/08
3	09/11 – 09/15	Lab 2: Identifying Macromolecules	11:59 PM 09/22
4	09/18 – 09/22		
5	09/25 – 09/29	Lab 3: Introduction to the Microscope	11:59 PM 09/29
6	10/02 – 10/06	Lab 4: How to Use Microscope to View Slides	11:59 PM 10/06
7	10/09 – 10/13	Lab 5: Osmosis	11:59 PM 10/13
8	10/16 – 10/20	Lab 6: Metabolic Pathway	11:59 PM 11/03
9	10/23 – 10/27		
10	10/30 – 11/03		
11	11/06 – 11/10	Lab 7: DNA Extraction	11:59 PM 11/10
12	11/13 – 11/17	Lab 8: Science Project	11:59 PM 12/01
13	11/20 – 11/24		
14	11/27 – 12/01		
15	12/04 – 12/07	No Lab	

Lab Reports (100%): Each lab report is worth 100 points. Please make sure that you turn in your lab report on time. Late assignments will not be accepted. The lab report should

follow the following format:

- Title (5 points): indicating the topic of the lab
- Name (3 points): the person who conducted the experiment
- Introduction (10 points): provide a brief statement (background) of the experiment
- Materials (10 points): a list of items used in the experiment
- Procedure (15 points): describes the methods used to do the experiment
- Results (17 points): record any data or observations you made during the experiment
- Answer to Questions (20 points): answer any questions listed in the lab instructions
- Photos or Screenshots (20 points): include at least five pictures to show that you are conducting the experiment or screenshots of online stimulation

Grading

Grading scale: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F is <60%.

Absence/Drop/Incomplete Policy

It is your responsibility to complete the scheduled activities before the deadline. If you cannot complete the assigned activities due to a serious illness or a legitimate excuse, such as military personnel called to active duty or training, make arrangements with me before you leave. **NOV 3rd** is the last day students may drop with an automatic "W". An "I" (incomplete grade) can only be considered only if requested by the student in advance of the conclusion of the course and only for legitimate, documented emergencies. Failure to request and negotiate the terms of an "Incomplete" grade before the conclusion of the course will result in denial except in the most extraordinary circumstances.

Academic Integrity Policy

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#). UTEP's policies regarding academic integrity apply in this course.

Accommodation Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of

University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP [Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal. The student is responsible for presenting to the instructor any DSS accommodation letters and instructions.

Respect for Diversity

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

Adapted from the University of Iowa College of Education