

BIOL1104 HUMAN BIOLOGY LABORATORY, SPRING 2022, CRN# 21486

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Lecture Time: **Asynchronous Online Class**

Location: Blackboard

Course Objective

Course activities are designed to enhance students' understanding of biological principles, serving as a solid foundation for informed decision-making. After completing this course, students will understand the basic microanatomy of human cells, tissues, and organs, focusing on the linkage between structure and function. Students will learn the gross anatomy of human skeletal and muscular systems to understand the mechanics of human movements better.

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
- Textbook: No textbook is required. All course content will be available through the UTEP blackboard.

Technology Requirement

Course content is delivered via the Internet through the Blackboard learning management system. 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 access to a computer/laptop, a webcam, and a microphone. 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 can 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.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically to assist with students' technological needs. 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 several 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 e-mailing 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, put your first and last name and university identification number.
- **Announcements:** Check the Blackboard announcements frequently for 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.
- **Office Hours:** I will have office hours for your questions and comments about the course. If you need to meet with me, please get in touch with me to schedule an appointment. My office hours will be held on Blackboard Collaborate.

Netiquette

As we know, sometimes, communication online can be challenging. It's possible to miscommunicate or misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep this netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of others' ideas.
- Respect and courtesy must be provided to classmates and the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professors only. Please do not copy documents and paste them to a publicly accessible website, blog, or another area.

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.

Date	Lab Activity	Lab Report Due Date
01/18 – 01/21	No Lab Activity	
01/24 – 01/28	Let's get to know each other	11:59 pm 1/28/22

Date	Lab Activity	Lab Report Due Date
01/31 – 02/04	Lab 1: Scientific Method	11:59 pm 2/4/22
02/07 – 02/11	Lab 2: Introduction to the Microscope	11:59 pm 2/11/22
02/14 – 02/18	Lab 3: How to use Microscope to View Slides	11:59 pm 2/18/22
02/21 – 02/25	Lab 4: Human Tissues	11:59 pm 3/4/22
02/28 – 03/04		
03/07 – 03/11	Lab 5: Osmosis	11:59 pm 3/11/22
03/14 – 03/18	SPRING BREAK (NO CLASS)	
03/21 – 03/25	Lab 7: Muscular System	11:59 pm 3/25/22
03/28 – 04/01	Lab 8: Nervous System	11:59 pm 4/1/22
04/04 – 04/08	Lab 9: Respiration	11:59 pm 4/8/22
04/11 – 04/15	Lab 10: Blood and Circulation	11:59 pm 4/15/22
04/18 – 04/22	Lab 11: Gene Expression	11:59 pm 4/22/22
04/25 – 04/29	Lab 12: Biotechnology	11:59 pm 4/29/22
05/02 – 05/06	Lab 13: Evolution	11:59 pm 5/4/22
05/02 – 05/06	No Lab Activity	

Ice Breaker (5%): This online blackboard discussion accounts for 5% of your final grade. You will create a single-page document or graphic (.gif, .jpeg, or .png) file that contains five still (not animated) images that visually describe yourself to us. Your description must also have an explanation of each image's source. If the photos are not your own, you need to state the source of the photos. Any program capable of inserting and editing graphics may be used. In the past, students have created their assignments in programs such as Adobe Photoshop, Microsoft Word or PowerPoint, Picasa.google.com (free download), and Gimp.org (free download). Post your file to the Ice Breaker discussion area as an attachment to a message. The message's Subject should be "Introducing Yourfirstname Yoursurname" (e.g., "Introducing Jane Smith"). Read at least two other students' postings and respond to them.

Lab Reports (95%): 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

Responding to Online Posts

- **Don't agree with everything.** "Good idea!" "I agree" or, "I think the same thing" is not worthwhile responses. They don't add to the conversation. If you agree with the poster, try adding another example or clarifying the point more. It's OK to have a different opinion. On the other hand, ...
- **Don't disagree with everything.** You won't impress anyone by being critical of every posting made. Try to be generous in interpreting others. Ask clarifying questions if you are not sure you understand.
- **Search for balanced replies.** When you respond to others, try to include both positives and negatives about what they have said. Tell them what you like about their ideas or complement their intentions. Then let them know what part of their response they should consider giving more thought or looking at again.
- **Replies should be helpful.** A good reply will give everyone following along more to think about. If it is critical, the critique will be specific, clear, and point toward possible improvements. Often, asking more questions is the best sort of reply. A good reply will encourage the poster to respond again. Hopefully, they will look forward to more interactions with you in the future.
- **Attack arguments, but don't attack people.** Don't get personal in a discussion forum. At the worst, be generous and assume that it is the person's idea that you don't like, not the person. Ad hominem attacks (against the person) will lose friends and participation points for you. So will racist, sexist, ageist, and other bigoted comments. So will profanity and obscenity. Let's stay civil!
- **If you encounter difficulties or the argument gets too hot, let your instructor know.** Your instructor will be checking the forum regularly but may miss a critical posting. If someone posts something that upsets you, talk to your instructor about it. In some cases, your instructor might help clear up misunderstandings, or if necessary, delete an offensive message from the discourse.

Inappropriate Behavior

Some behaviors are inappropriate in a discussion group. This is especially true for academic groups. Remember that your professor is reading this discussion and act accordingly. Examples of improper conduct are:

- Using abusive, disrespectful, or foul language

- Using sexually suggestive language (explicit or implicit) that could be perceived as offensive or harassing.
- Threatening others
- Insulting others or denigrating the opinions of others. It is normal to disagree but do so respectfully and without personal attacks.
- Making personal attacks
 1. Posting in all capital letters, it looks like you are screaming
 2. Responding in anger – if you are angry, take a ten-minute break before responding
 3. Posting racist or hateful comments about ethnicity, gender, intelligence, or income level
 4. Be very careful if you decide to use sarcasm – it can easily be misunderstood

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 severe illness or a legitimate excuse such as military personnel called to active duty or training, make arrangements with me before you leave. **April 1st** 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 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.

Information on this policy can be found at <http://academics.utep.edu/Default.aspx?tabid=23785>

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 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, email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#). The student is responsible for presenting any DSS accommodation letters and instructions to the instructor.