

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>10/12/20</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Biological Science College CESCOS	
Current Course Prefix and Number ZOO2203L	Current Course Title Invertebrate Zoology Lab	
<i>Syllabus must be attached for ANY changes to current course details. See Checklist. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: To: Change course number From: 2203L To: 3205L Change credits* From: To: Change grading From: To: Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*Review Provost Memorandum</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***General Education criteria must be indicated in syllabus and approval attached to this form. See GE Guidelines.</small>	Change description to: Change prerequisites/minimum grades to: Prerequisites: 8 credits in general biology, minimum grade = C- Change corequisites to: ZOO 3205 Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes: Fall 2021	Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone Randy Brooks/wbrooks@fau.edu/561-297-3888		
Approved by Department Chair <u>Sarah L. North</u> College Curriculum Chair <u>Jerry Haky</u> College Dean <u>[Signature]</u> UUPC Chair <u>Jerry Haky</u> Undergraduate Studies Dean <u>Edward Pratt</u> UFS President _____ Provost _____	Date _____ <u>10-5-2020</u> <u>10-6-20</u> <u>10/8/2020</u> <u>10-12-20</u> <u>10-12-20</u> _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

Invertebrate Zoology Laboratory

Credits 2

ZOO 3205L -001-CRNXXX, Fall 2021

Thursday-Room: ES317 1-4:50 PM

Professor: Dr. W. Randy Brooks

E-mail: wbrooks@fau.edu

Office: SC 268

Office Hours: Wed 10-12 PM

Prerequisites: 8 credits in general biology, minimum grade = C-

Corequisites: ZOO 3205

Course Description:

Laboratory studies of the structure and diversity of invertebrate organisms.

Course Objective: This course is intended to introduce students to the wide spectrum of invertebrate phyla from the Protozoa through the lower Chordates through dissection and experimentation.

Required Materials

Text: Invertebrate Zoology: A Functional Evolutionary Approach, 7th Edition Ruppert, Fox, and Barnes (ISBN10 0-03-025982-7 / 978-0-03-025982-1)

Text: Invertebrate Zoology: A Laboratory Manual, 6th Edition. Wallace and Taylor (ISBN 0130429376 / 9780130429377)

FAU e-mail address

Canvas access

Dissection Kit

Student Lab Report Book (3-ring binder, preferably recycled)

Suggested Materials

Digital Camera

Jump Drive

Sharpie Marker

Colored Pencils

FAU Attendance Policy Statement: Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or

scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Participation

Student participation in lab is required. Points may be deducted from students that are late to lab, ill-prepared for lab (forgot lab manual, dissection kit, etc.), lack of participation in lab activities, causing distractions to other students, failure to clean up their lab space after lab, failure to replace materials in lab in an appropriate manner, students that leave early, etc. Poor participation and preparation will negatively affect your grade.

Laboratory Notebook

Each student will construct and keep a laboratory notebook. An entry should be made for each lab session that will encompass details of each organism/activity completed that day. Notebooks **must include** a title page, table of contents, page numbers on each page and the date of each entry. Entries will include labeled drawings or photographs (**only photographs taken in lab by the author of the book will be accepted**; photographs or drawings from sources outside of the student author may only be used with prior permission of the instructor and must include appropriate photo credit). If you took pictures the week before, they **must** be printed and **brought to lab the following week**. I expect that if there is any additional time in lab, you will utilize it by working on your notebooks. Notebook checks will be made throughout the semester and a final grade will be given at the end of the semester.

Quizzes

Five quizzes will be given throughout the semester. All quizzes will be closed book and are to be completed on an individual basis. Quiz formats will vary between standard written formats including but not limited to true/false, matching, fill in the blank, short answer and essay. In addition, diagrams may be given and students will need to label diagrams or photos. Lastly, practical quizzes may be issued where students will be required to answer questions regarding a given item (such as an actual organism or a photo of an organism). The lowest quiz score will be dropped. No make-up quizzes will be given. If a student misses a quiz, that grade will automatically be used as their dropped score.

Exams

All exams will be given in a practical format. Students will come to lab where the practical will be set up with items including but not limited to organisms, diagrams, drawings, photographs, posters, dissected materials and will be expected to answer a

series of questions at each item. Practical exams are timed and the student will be supplied with an answer sheet. Three exams will be given throughout the semester. The final exam will not be cumulative.

Grading

100	Laboratory Notebook Final Grade
100	Quizzes (5 quizzes at 25 points each, lowest score will be dropped)
<u>300</u>	<u>Practical Exams (3 exams, 100 points each)</u>
500	Total Points Available

Grading Scale

Letter Grade	Percent	Points
A	93-100%	463-500
A-	90-92%	448-462
B+	87-89%	433-447
B	83-86%	413-432
B-	80-82%	398-412
C+	77-79%	383-397
C	73-76%	363-382
C-	70-72%	348-362
D+	67-69%	333-347
D	63-66%	313-332
D-	60-62%	298-312
F	0-59%	0-297

Make-up Examinations

Students are required to take each examination or quiz at the designated time. Students who have an unexcused absence from an examination will not be given a makeup test, but will receive a zero for the exam. Make-up examinations for all excused absences will be administered at the discretion of the instructor. In order to receive a make-up examination, students must notify instructor by voice mail or email a minimum of two hours prior to the exam. Conventionally, excused absences include death in the immediate family or serious personal illness requiring extensive medical attention or hospitalization for which appropriate documentation is required. Make-up exams most likely will be essay format.

Religious Accommodations

Students who wish to be excused from coursework, class activities or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence.

Academic Honesty

Students are expected to adhere to the highest standards of academic honesty at Florida Atlantic University. According to the *Florida Administrative Code*, Chapter 6C5-4.001, on "Honor Code, Academic Irregularities, and Student's Academic Grievances" and the *FAU Student Handbook*, under "Rules and Regulations," plagiarism is defined as "The presentation of words or ideas from any other source as one's own." University guidelines will be followed if a student plagiarizes.

Plagiarism will not be tolerated and no credit will be given for any plagiarized assignment nor will makeup assignments be available for such assignment in this course. The student must remember plagiarism happens when any student uses or purchases papers not written by them. Turning in the same or a very similar paper in more than one class is an example of plagiarism. Copying and not properly sourcing information directly from the World Wide Web or any other source is plagiarism. Also, plagiarism occurs when a student uses the ideas of or information obtained from another person without giving appropriate (properly cited) credit to that person. Other examples of plagiarism are too numerous to mention here. If you need assistance with understanding plagiarism, you are expected to contact the faculty member at the beginning of the semester or go to the University Center in Excellence and Writing, Room 140, Davie Campus or call 561-297-3498 (Boca Campus) or visit www.fau.edu/UCEW or <http://www.communication.fau.edu/fejes/academicsresources/Plagiarism.htm>.

Cheating in the lab is a serious offense. If you are caught cheating, you will be referred to the professor and the Dean of Student Services for the College of Science.

Reading assignments are mandatory and are to be completed BEFORE coming to lab.

Lab	Date Update as necessary	Wallace & Taylor Reading	Book Check, Quiz, Exam	Topics
1	8/22	Exercise 1		Syllabus Review Lab Safety, Microscopy, Protozoans
2	8/29	Exercise 2 Exercise 3 Exercise 4	Quiz 1	Porifera Cnidaria Ctenophora
3	9/5	Exercise 5 Exercise 6 Exercise 7 Exercise 8	Quiz 2	Regeneration Platyhelminthes Nemertea Nematoda
4	9/12	Exercise 9 Exercise 11 Exercise 12	Exam 1 Book Pages to Exam 1	Gastrotricha Rotifera Acanthocephala
5	9/19	No class		

6	9/26	Exercise 14 Exercise 15	Quiz 3	Annelida Onychophora Tardigrada
7	10/3	Exercise 10		Mollusca
8	10/10	Exercise 16	Quiz 4	Arthropoda (part 1)
9	10/17	No class		
10	10/24	Exercise 16	*Field Trip*	Arthropods (part 2)
11	10/31	Exercise 17 Exercise 18 Exercise 19	Exam 2 Book Pages to Exam 2	Sipunculida Phoronida Bryozoa
		Exercise 20 Exercise 21 Exercise 22		Kamptozoa Brachiopoda Echinodermata (Part 1)
12	11/7	Exercise 22	Quiz 5	Echinodermata (Part 2)
13	11/14	Exercise 23 Exercise 24 Exercise 25		Chaetognatha Hemichordata Chordata
14	11/21		Exam 3 Pages thru Exam 3	Final Exam

Important Dates:

Last day of Drop/Add Period without consequence-	Aug. 23
Last day of Grace Period, no "W" assigned for dropping, tuition cost applied-	Aug. 30
Labor Day-	Sept. 2
Last day to drop course without receiving an "F"	Nov. 15
Veteran's Day-	Nov. 11
Thanksgiving Recess-	Nov. 28-Dec. 1

Disabilities Statement: In compliance with the Americans with Disabilities Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with the Office of Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses- Boca Raton, Davie, and Jupiter, however, disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS

provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Classroom etiquette policy regarding electronic devices

University policy on the use of electronic devices states: “In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions.”

Code of Academic Integrity policy statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation <http://www.fau.edu/ctl/4.001> Code of Academic Integrity.pdf

Don't waste your time and money! Use the below tips to get and stay on track for a timely graduation.

- 1) Learn how to navigate the “[MY FAU](#)” web portal. Familiarize yourself with features available through “[FAU Self-Service](#)” located within the “[Home](#)” tab as well as the features available in the “[Students](#)”, “[Money Matters!](#)” and “[Success Network](#)” tabs.
- 2) Use the “[Departmental Schedule](#)” (not the “[Searchable Schedule](#)”) to see all courses available (by department) within a given semester when working to schedule your classes.
- 3) Use the [Degree Audit Reporting System \(DARS\)](#) to keep track of which requirements you still need to fulfill in order to graduate. When running your degree audit, you may audit your progress against the catalog year in which you first entered FAU (provided that you have maintained continuous enrollment) OR the current catalog year. You may also select alternate degree options to see if you are closer to completing one degree than another.

*****Please note the below [excess credit hour policy](#). It is your responsibility to work with your academic advisor to minimize additional costs to you associated with the completion of excess credits.**

Credit Hour Policy: Excess Hours Surcharge

[Florida Statute 1009.286](#) defines "excess hours" as credit hours that exceed the completion requirements for a baccalaureate degree program at state universities. For students enrolling in a state university or a Florida State College System institution for the first time in or after the fall 2009 semester, a tuition rate surcharge will be applied for excess hours. The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees. The amount of the surcharge and the allowable "excess hours" are determined by the initial term of entry as indicated in the catalog.

FAU Limitations on Number of Withdrawals Policy

Undergraduate students may not withdraw from more than two courses at the lower-division level (1000- and 2000-level courses) and from more than three courses at the upper-division or higher level (3000- and 4000-level courses) within the course of their degree program at FAU. Zero- and one-credit courses and Exceptional Circumstance Withdrawals, which carry the "WM" grade, are excluded from these limitations.

Covid-19 statement: *All students in face-to-face classes are required to wear masks during class, and students must sanitize their own workstations upon entering the classroom. Taking these measures supports the safety and protection of the FAU community. Students who do not adhere to these rules will be asked to leave the classroom and/or be removed from the course. Students experiencing flu-like symptoms (fever, cough, shortness of breath), or students who have come in contact with an infected person should immediately contact FAU Student Health Services (561-297-3512).*