

BIOL 1413 (4:3:3)

General Zoology

Department of Biology

Division of Arts and Sciences

SOUTH PLAINS COLLEGE  
Levelland Campus

Fall 2018

Megan Keith  
Associate Professor of Biology

**General Zoology- BIOL 1413**  
**Course Information Sheet**  
**Fall 2018**

Instructor: Dr. Megan Keith  
Office: Science Building S132  
Email: [mkeith@southplainscollege.edu](mailto:mkeith@southplainscollege.edu)

Office Hours: Mon. 8:15-9:15/3:30-4:30  
Tues. NONE  
Wed. 8:15-9:15/3:30-4:30  
Thurs. 11:00-12:00  
Fri. 8:30-11:30

Lecture: Section 001 9:30-10:45 MW (S194)  
Section 002 1:00-2:15 MW (S194)  
Lab: Section 001 10:45-12:00 MW (S194)  
Section 002 2:15-3:30 MW (S194)

**Textbook (optional):**

*Zoology*; Miller and Harley, 10<sup>th</sup> edition. (Older editions are acceptable).

**Lab Manuals (required):**

- 1) General Zoology Lab Manual for BIOL 1413 by Dr. Keith. Available at the SPC Bookstore.
- 2) Van de Graaff & Crawley's "A Photographic Atlas for the Zoology Laboratory", 8<sup>th</sup> ed.

**Course Description**

A survey course of the major phyla of the animal kingdom. General principles of animal physiology, cytology, genetics, anatomy, ecology, embryology and adaptations are stressed.

**Online Course Content**

- Blackboard is the primary source for all course information.
- **Students need to access Blackboard daily.** Firefox or Safari are recommended.
- Specific course materials available include: PowerPoint lectures, messages and announcements from the instructor, quizzes, assignments, study aids, etc.

**SPC Email**

Each student has an SPC email account and should check it regularly. Instructors and the administration will use this email address to contact the student.

**Policies, Procedures, and Rules**

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

*Attendance-*

- Punctual and regular lecture and lab attendance is required of all students.
- Open door policy: if you do arrive late quietly take your seat. You may not make up any work that was missed. Excessive tardiness will not be tolerated and may result in withdrawal from the course (**3 late arrivals exceeding 10 minutes = 1 unexcused absence**).
- In the case of unexcused absence, the student will receive a 0 for the work submitted that day and it is the student's responsibility to obtain missed notes from classmates.
- When unavoidable situations such as illness, weather, an official college-sponsored trip, or a death in the family causes absence, the student may make up the missed class work as long as documentation can be provided. The student will have one week from the date the makeup work is assigned to turn it in for credit.
- The student may be administratively withdrawn from the course when absences become excessive (**4 unexcused absences or more**) and the minimum course objectives cannot be met. The instructor is required to initiate a student's administrative withdrawal when the student has missed every class period for two weeks excluding holidays. If you stop showing up to class after exam 2, it is **your** responsibility to drop the course. (continued on next page)

- Should a student, for any reason, delay in reporting to a class after his/her official enrollment, absences will be attributed to the student from the first meeting of the class. A student who does not attend a class by the 12<sup>th</sup> day of classes will automatically be dropped from the course and receive a grade of “X”.

*Hazardous Weather Policy-* South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely. Announcements concerning cancellations and/or delays are made on local television, radio and MySPC.

### Assessment

*Exams-* There will be five exams (including the final). These exams will assess your knowledge of the covered material. Lecture and lab exams will be conducted on the same day. Lab exams will be incorporated into the lecture exams or will be conducted as a lab practical in which students are required to identify organisms or anatomical structures. Any student who misses an exam will have a 0 score entered for that exam.

- Make-up exams will be given *only* in the event of serious illness, a legitimate emergency, or death of an immediate family member; in each case, the **appropriate documentation must be provided** to the instructor.
- I will only consider allowing a student to make up an exam if they have contacted me **before** the exam has begun.

*Quizzes-* There are two types of quizzes in this class: reading quizzes (11 total) and weekly quizzes covering lecture and lab material (10 total). Reading quizzes will be administered at the beginning of class using the clicker system. Weekly quizzes will be given on Blackboard (available Wednesday and due the following Sunday at midnight). Each weekly quiz will cover the lecture AND lab material.

- The lowest quiz grade (1) from each category will be dropped before the final quiz average is calculated at the end of the semester IF the student has received **no more than 3** unexcused absences.
- **Quizzes CANNOT be made up if missed for any reason.**

### Grades

Final grades for the course will be calculated on a weighted scale: exams (60%), quizzes (15%), and assignments (25%- includes two (2) projects).

Letter Grade	Course Average*
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

\***Course Average:** Calculated by the average of the five grades indicated. If a student’s final average is *less than* one half a percentage point away from the next higher letter grade, the instructor will consider giving the higher letter grade. There are NO curves or extra credit in this course.

### Academic Integrity

- It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present any work as their own which he or she has not honestly performed is regarded SPC as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
- Any student caught cheating on an exam will be dropped immediately from the course with an “F”. Any student caught cheating on a quiz will receive a permanent 0 for that grade that may not be dropped or replaced.

### Electronic Devices

- ALL electronic devices should be silenced inside the classroom. Devices that may be out during lecture include laptops, tablets, and in *special circumstances*, cell phones.
- If an electronic device goes off repeatedly during lecture or lab, **5 points will be deducted from the student’s next major exam grade per incident.**
- If a device is being utilized for anything other than what is being covered in class that day, the student will be dismissed from class and will receive a 0 for the day. If a student is a repeat offender and cannot control their electronics usage out of respect for others, the student will be dismissed from the course.
- **Phones and smartwatches must be put away during exams.**
- **You may NOT record the lectures (I will do that for you) or take photos/videos of the instructor.**

### Privacy

The federal law guaranteeing student privacy is the policy of this instructor as well as that of SPC. This means that I will not discuss your grade with anyone other than YOU.

**Dismissal Policy**

A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to expected standards will be asked to withdraw from the class. Descriptions of misconduct are listed in the South Plains College Student Guide.

**Diversity Statement**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of use to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Special Accommodations**

Any student will special accommodations should identify themselves the first week of class. The student is responsible for providing the necessary documentation from the SPC Disabilities Services offices.

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

**Campus Concealed Carry**

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the Natatorium. For a complete list of campus carry exclusions zones by event, please visit: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**ALiCE Active Shooter Response Training Sessions are made available to students throughout each semester.**