

BROOKLYN COLLEGE
ANIMAL FORM AND FUNCTION LABORATORY, BIOL 2002
2023 SYLLABUS
READ THE SYLLABUS VERY CAREFULLY!

INSTRUCTOR: TBA

EMAIL: TBA

- Your full name and section **MUST** be included in the email.
- I will answer your email in max 24 hours.

OFFICE HOURS: TBA

**CLASSROOM LAB TIME: TBA. ALL LAB MEETINGS WILL BE
HELD IN PERSON, UNLESS OTHERWISE ADVISED**
ATTENDANCE IS MANDATORY

COURSE DESCRIPTION:

This laboratory course covers the study of animal phyla. The very nature of zoology lab requires students to view animals in different settings and to identify and describe many of the animal phyla.

Thus, Zoology is the study of the Evolution, Classification, Structure and Function of Animals and how they live and interact with their environment.

RATIONALE:

To encourage interest in the field of zoology, as well as promote greater understanding of the concepts presented in lecture. Students will need to become proficient with terms, and examinations of animals presented regarding their form and function. Zoology lab will benefit students of any major, but will especially benefit biology majors, as well as provide necessary application of integrated concepts, like evolution and ecology.

TEXTBOOKS AND OTHER REQUIRED MATERIALS: WILL BE GIVEN IN THE CLASS OR POSTED ON LINE.

- Bio 2002 Laboratory Supplement (Brooklyn College): this is a compilation of single labs, organized accordingly to weekly Phyla coverage. Updates for specific Phyla will be posted on the Blackboard.
- Additional readings will be posted on the Blackboard. Key terms will be reviewed and they will represent the material for critical thinking.
- “Shape of Life” (from PBS and NOVA) short videos and animations, will be available for each Phyla.

STUDENT OUTCOMES:

Upon successful completion of this course, the student will demonstrate the following basic competencies:

1. Ability to classify and discuss the major animal phyla and classes, including life cycles and unique characteristics.
2. Ability to understand how form influences the function of an organism, and be able to visual identify and classify different organisms.
3. Ability to summarize, compare, and contrast organisms within and among phyla.
4. Ability to consider the features of each phylum in relation to habitat or lifestyle.

5. Ability of any student to follow instructions, and conduct herself or himself as responsible and mature persons.
6. Identify invertebrates and vertebrates to phylum and class, and common animals to species.
 - Examine life histories and reproductive strategies of specific animals from different animal phyla and the role these have played in the evolution of diversity within groups. • Demonstrate proficient laboratory procedures such as the use of compound and dissecting microscopes, micro-slide preparation, proper dissecting tool use during anatomical examinations, and proper handling and care of live animals. • Demonstrate proper dissection techniques of animals from a variety of animal phyla for revealing internal anatomy and the relationship of organs and organ systems. • Create hand-drawn illustrations of animals from all major phyla, identifying both internal and external anatomical features and features required for the completion of life histories.

METHODS OF INSTRUCTION:

All labs will meet in person at the regular time for the lab (read above: classroom lab time). power point presentations (if available only), demonstrations, short movies, in lab discussions, questions and answers, self-directed study, etc.

Student participation and interaction during the labs is encouraged.

*Practical exams will be held also in person and in class (read the schedule please). one single attempt, no make-up available.

**Mini tests will be posted on the blackboard and you will follow the instructions given. in order to encourage learning and to boost the confidence 5(five) attempts will be given per test. the tests will prepare you for the practical exams!

***Students must attend each lab physically and mentally!

EVALUATION (TENTATIVE):

Your grades will not be “adjusted” in order to fit a specific/desired grade distribution. please read below very carefully about the grading and grades.

Students that show active interest in the subject matter (answer questions) can be rewarded (this active involvement must be observed on a regular basis to be considered).

All work will be graded on a percentage system with the following distribution:

Laboratory Notebook Labs: 1.75/lab => 19.25% (see lab schedule; only 11/14 labs will be considered)

5 Mini Tests(theoretical): 4% each => 20% (see lab schedule)

2 Practical Exams: 30% each => 60% (see lab schedule)

Class Participation: 0% to 2% max (Cool!!)

TOTAL => 101% max for the lab grade

GRADES DISTRIBUTION: A+>95.5...A 90.5-95.4...A- 87.5-89.4...B+84.5-86.4...B 80.5-83.4...B- 77.5-79.4...C+ 74.5-76.4.....

Considerations about Evaluation:

- Grades will not be curved.
- Lab Notebook, tests and practical exams are due at the specified date and time posted in the schedule.
- Rescheduled tests and practical exams WILL BE CONSIDERED based on individual bases (subject matter will be the same, questions WILL BE different). If you know you are going to be absent for an exam, it is YOUR responsibility to inform the instructor and make alternate arrangements, preferably ahead of time.

Statement About On-line Courses in Biology, **(IF NECESSARY)**

We are aware that on line instructional mode can be stressful, and bring us new opportunities as well as new worries. The faculty in the Biology Department pledge to work to accommodate student needs for learning, and we also expect students to work with us as well. Here are some guidelines.

1. As usual, individual course policies including attendance, schedules, grade calculation rubrics, etc. will be listed in the Syllabus. STUDENTS PLEASE READ YOUR SYLLABUSES.

2. Most courses are being offered as Synchronous, which means that the instructors expect students to be present at specific time to engage in discussions, workshops, lab exercises and quizzes. The advantage of synchrony is that students interact with each other and with the instructor, both key elements in learning.

1. The instructor may take attendance, and may award point for attendance or may penalize students for unexcused absences. Absentee and participation policies and grading will be described in the course syllabus.
2. We are all aware that **internet access and connectivity issues** occur, usually at the most inconvenient time. Instructors will continue to make allowances for legitimate reasons. If you have connectivity issues during an exam, quiz, or presentation, take a screen shot and email it to your instructor with an explanation.

3. Exam policies: We are all aware that issues of copying, consultation, and other forms of cheating are easier on on-line examinations. A small number of people engaged in cheating can ruin all the honest work that the majority of students do to learn the course materials. So, to minimize this problem here are several policies:

1. It is the right and duty of the instructor to schedule exams and quizzes (except for the final exam, which will be scheduled by the College). Exams must be taken in the time limits specified for each exam.
2. Absence from an exam will be treated as described in the course syllabus, and make-up exam policy will also be described in the course syllabus.
3. **It is the right and duty of the instructor to determine all exam format and content.**

4. All assignments will be due at the specified time. Extension requests will be considered by the instructor, and may or may not be granted at the instructor's discretion.

5. We understand that emergency situations after the Withdrawal date might make it impossible to complete a course. Under these circumstances, a grade of INC (incomplete) *may* be issued in *some*

courses. However, the nature of some courses (especially lab courses) where there is no capacity to give make-ups, one might fail the course. **You should then petition the BC Committee on Course and Standing for a retroactive grade of W**, which carries no implication of failure and no GPA penalty.

6. Appeals Policy of the Biology Department

We will only consider appeals after you have addressed the issue to the instructor and received what you consider an inadequate reply or have had no reply within seven days after you contact the instructor.

- Appeals on exam time conflicts may be considered **only** if there is concrete evidence of the conflict for academic issues.
- We will not be allowing any kind of intimidations, and the use of harassment.
- All meetings (Office hours, special appointments, the labs themselves) will be recorded in order to protect the rights of all the individuals involved
- We will not consider any appeals about exam scheduling, format, or content. Those are determined only by the instructor.
- We will only consider exam grading appeals if you can demonstrate that your answers were incorrectly marked.
- If you wish to file an appeal, fill out the form posted at
- **We will not consider appeals from the Dean, Provost, President, Parent, Chancellor, Mayor, Governor**, or other officials unless the biology appeals form has been filled and submitted.

END FOR ON-LINE COURSE STATEMENT

*LAB NOTEBOOK: ALL IN CLASS. ALL DRAWINGS RELATED TO A SPECIFIC LAB WITH PROPER LABELING AND NOTATION (EXAMPLE IN THE CLASS). ALL DUE AT THE END OF THE SPECIFIED LAB. REMEMBER THAT PART OF THE LAB GRADE COMES FROM THE NOTEBOOK. DO YOUR WORK AND YOU WILL BE REWARDED!

****MINITESTS: ALL ON LINE, EXCEPT MINITEST 5(IN CLASS).** INSTRUCTIONS WILL BE AVAILABLE TO YOU BEFORE THE TEST. A COMBINATION OF TRUE/FALSE, SHORT ANSWERS, MULTIPLE-CHOICES, ETC. THE DURATION AND NUMBER OF QUESTIONS WILL BE AVAILABLE TO YOU IN THE INSTRUCTIONS. FOLLOW THE SCHEDULE REGARDING THE SUBJECT MATTER COVERED BY EACH MINITEST. PLEASE BE AWARE OF THE EXAM POLICIES FOR ONLINE EXAMINATIONS!

***PRACTICAL EXAMS: IN CLASS ONLY, 25 STATIONS(EACH), 50 QUESTIONS(EACH), 100 MINUTES(EACH). NO MAKE UP EXAM. IT IS SET FOR THE 8TH WEEK AND 14TH WEEK OF THE SEMESTER(ALWAYS). SPECIFIC DATES ARE IN THE SCHEDULE.

ACADEMIC INTEGRITY POLICY:

If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty on the test or assignment involved to an “F” in the course. This includes anyone who cheats, attempts to cheat, or assists another student in cheating. There are numerous examples of what constitutes violations to this policy, but none of academic integrity. Here’s one: be prepared for exams/tests or take the heat. It may be cliché, but honesty is still the best policy.

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/Academic-Integrity-Policy-051911.pdf>

SPECIAL NEEDS:

Any students with special needs that may require any type of adaptation or modification of the methods of teaching and/or evaluations for the classroom should inform the instructor of those needs. Do not wait until it’s too late to ask for help!

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/student-support-services/disability.php>

SCHEDULE IS ON THE NEXT PAGE!!!!!!

**ANIMAL FORM AND FUNCTION LABORATORY BIO 2002 SECTION
TENTATIVE SCHEDULE
PLEASE READ THE SCHEDULE CAREFULLY**

FALL 2023 BIOLOGY 2002 WQ2: SCHEDULE OF LABS, TESTS, NOTEBOOK

WEEK OF(LAB#)	COVERED MATTER	LAB NOTEBOOK DRAWINGS	TESTS/EXAMS	IMPORTANT INFO
(LAB 1)	PORIFERA, CNIDARIA I	LAB 1	NONE	NONE
(LAB 2)	CNIDARIA II, PLATY I	LAB 2	NONE	NONE
(LAB 3)	PLATY II, NEMATODA	LAB 3	MINITEST 1	LAB1 AND LAB 2
(LAB 4)	MOLLUSCA	LAB 4	NONE	NONE
(LAB 5)	ANNELIDA	LAB 5	MINITEST 2	LAB3 AND LAB 4
(LAB 6)	ARTHROPODA I	LAB 6	NONE	NONE
(LAB 7)	ARTHROPODA II	LAB 7	MINITEST 3	LAB 5 AND LAB 6
(PRACT. 1)	LAB1, 2, 3, 4, 5, 6, 7	NONE	PRACTICAL I	READ SYLLABUS
(LAB 9)	ECHINO AND CHORDATA	LAB 9	NONE	NONE
(LAB 10)	AGNATHA, GNATHOST I	LAB10	NONE	NONE
(LAB 11)	AMNIOTA I (REP & AVES I) AMNIOTA II (AVESII &	LAB11	MINITEST 4	LAB 9 AND LAB 10
(LAB 12)	MAMMALS)	LAB 12	NONE	NONE
(LAB 13)	AMNIOTA III (MAMMALS)	LAB 13	MINITEST 5	LAB 11 AND LAB 12
(PRACT. 2)	LAB 9,10,11, 12, 13	DUE IN ALL LABS	PRACTICAL II	READ SYLLABUS