



UNITED TRIBES®
TECHNICAL COLLEGE

LAB 111 Concepts of Biology Lab

Alicia Andes

UNITED TRIBES TECHNICAL COLLEGE

COURSE INFORMATION

One two-hour lab session per week. Labs completed will follow topics covered in the lecture portion of the class.

Credits: 1

Pre/Corequisites:

- Corequisite: BIO 111

CLASS INFORMATION

Section Number: A & B

Term: Fall Year: 2020 Start Date: 8/24/2020 End Date: 12/4/2020

Meeting Times: A: Tuesday from 3:00 pm - 4:50 pm

B: Tuesday from 8:00 am - 9:50 am

Meeting Location: Virtual Lab Simulations

Delivery Mode: Online

INSTRUCTOR

Alicia Andes

Email: aandes@uttc.edu

Office Phone: 701-221-1323

Office Location: Science & Technology Center 222

Office Hours: Office hours will also be conducted via Zoom. Please see below for my office hours schedule.

Office Hours: **Monday: 11:00 am - 12:00 pm & 4:00 pm - 5:00 pm**

Tuesday: 10:00 am - 12:00 pm

Wednesday: 11:00 am - 12:00 pm & 4:00 pm - 5:00 pm

Thursday: 1:00 pm - 3:00 pm

Friday: 9:00 am - 10:00 am & 11:00 am - 12:00 pm

Join Zoom Meeting

You will need the meeting ID and passcode to join my zoom office hours.

<https://uttc.zoom.us/j/97377902510?pwd=STZKRtKrbjlrUWw3VWdXVHY2RGRwUT09>

Meeting ID: 973 7790 2510

Passcode: 825398

TEXTBOOKS

Instructor provided lab materials

COURSE OBJECTIVES

1. Basic science literacy, including superficial coverage of cell biology, ecology, human anatomy and physiology, evolution, genetics, and environmental biology.
2. Understanding how science informs cultural perspectives.
3. Understanding the relationship among levels of biological information.
4. Understanding the unity and diversity of life forms.
5. Comprehending methods of inquiry and technology and the applications for society.
6. Integrating knowledge and ideas in science.
7. Understanding and utilizing scientific knowledge.

GRADING INFORMATION

Coursework	Points Possible
Lab Safety Videos	25
12 Lab Simulations (20-30 points each)	up to 360 (points vary by assignment)
12 Lab Reports (50 points each)	600
Total	maximum 985

This is a general plan for the course and additional points may be added or removed as time permits. Any changes will be announced in class, by email and on the class website.

Labs: There are 12 labs scheduled on Tuesdays throughout the semester. All of the labs are virtual simulations and are administered through the Hayden-McNeil MacMillan Learning website. You will have to purchase an access code from the UTTC library. I will have instructions on how to access the virtual labs. The first virtual lab is not scheduled until September 15th. The labs will become available to complete on the Tuesday that they are scheduled on the class timeline. You will have four days to complete each lab and access will close on Fridays @ 11:59 pm.

Lab Reports: After each lab you will be responsible to write a lab report consisting of the following sections: Introduction, Methods, Results and Discussion. The lab reports should summarize all aspects of the virtual simulation. This will require you to take notes during the virtual lab simulations. **DO NOT COPY AND PASTE FROM THE LAB SIMULATIONS!** Copying from the virtual lab simulations is a form of plagiarism. The penalty for plagiarism is a zero grade on the assignment. **Always write lab reports in your own words.**

The lab reports should be no more than 2 pages, double-spaced and written in complete sentences. The lab reports should be separated into sections labelled Introduction, Methods, Results and Discussion. Lab reports will be graded on how well you summarized the virtual simulations (I am looking for specific details), accuracy of your results, page length, spelling and grammar.

A. GRADING SCALE

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

B. COMMUNICATION

I will communicate all course updates and information via our Zoom lectures and posts on the welcome page of the class website on [MY.UTTC](#). All students are required to regularly check their MyUTTC account to obtain information on course assignments, detailed instructions, and announcements. Students are expected to check their student account regularly for any updates or coursework changes. It is important to provide the instructor and/or academic advisor with your current email address, phone numbers and alternate contact information. Class cancellations, emergency information, or other announcements can be conveyed in a timely manner if we have your current contact information.

C. ATTENDANCE POLICY

Class attendance is very important for academic success of all students enrolled at UTTC. Instructors are required to report student attendance into UTTC's Jenzabar data management system on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and throughout the academic semester. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at [my.uttc.edu](#).

UTTC recognizes particular circumstances may arise that affect the student's ability to attend class; therefore, it is important students communicate with their instructors regarding any emergencies that cause them to miss class (i.e. medical, family emergency). Regardless of the circumstances, the student is responsible for obtaining any information, such as assignments, handouts, and any course changes or announcements that he or she may have missed because of the absence. The student may refer to the course assignments in [my.uttc.edu](#), contact another student enrolled in the course, or set up a meeting with the course instructor to get the missing information.

Attendance, completion of assigned readings and assignments, and engagement is the equivalent of participation since the student's engagement with classmates contribute to everyone's understanding and achievement. Student grades will be impacted by the frequency and quality of participation in class.

Faculty members are required to report student non-attendance during the Census period at the start of each academic term in compliance with federal regulations pertaining to financial aid.

Instructors will initiate an academic attendance "Early Alert" using the Jenzabar retention tool using the Attendance Policy & Withdrawal guidelines found in the Academic Affairs section of the College Catalog.

D. PARTICIPATION/CLASS ENGAGEMENT

UTTC prepares students for the workforce by having high expectations for skills demonstrated in the classroom that transfer into future employment. This includes students' ability to be on time for class, to refrain from external distractions (cell phone usage, holding side conversations with other students), by providing positive contributions to class discussions, participating in individual or group activities, and being prepared for class. Students will be assessed during the semester on the ability to demonstrate these skills.

E. POLICY FOR LATE ASSIGNMENT SUBMISSION

UTTC supports and fosters the student's responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted. The amount of points deducted for late work is at the discretion of the instructor.

F. MISSED TESTS, EXAMS AND QUIZZES (FORMAL ASSESSMENTS)

Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment.

Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course. If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup and the assessment and will earn a 0% grade.

G. EARLY ALERT SYSTEM

UTTC's Early Alert System (EAS) is a proactive, communication driven support system that provides timely identification and interventions to work with individual students to assist in generating plans to overcome challenges to college success. The system assists UTTC students by linking them to faculty and staff who can provide and connect students to available resources and strategies. The early alert serves as an opportunity for students to take ownership of their success and empower them to accomplish academic and personal goals. The system helps faculty and academic advisors connect and communicate with students as issues arise. The additional cross-wide partnerships create a culture of collaboration focused upon the best interest of UTTC students.

Academic related concerns such as attendance, missing assignments, or classroom behavior will result in an early alert being issued by faculty. When an early alert is issued, the student will receive an email requesting them to make arrangement to follow up with the instructor and/or their academic advisor. Students receiving an early alert should make the necessary arrangements to set up and meet with faculty as soon as possible to generate a plan of success.

H. CELL PHONE

Out of respect for the other students and the instructor, it is advised that cell phones are turned off during class times. If the student is expecting an important phone call (e.g. case worker, Housing, clinic), the instructor must be informed ahead of time and the cell phone set to a silent ring. If such a phone call is received during class time, the student will answer the call by quietly removing him or herself from the classroom. This also includes texting during class; it is not acceptable. Students may not use class time to check social media accounts, voicemail, and/or personal emails.

I. STUDENT BEHAVIOR

UTTC students will conduct themselves in a responsible and respectful manner at all times in the classroom, in the hallways, in the Library, the Cafeteria, and any other location on campus. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics.

Faculty are expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

J. PLAGIARISM AND ACADEMIC INTEGRITY

Plagiarism is the term for taking credit for work that is for not your own. This means you cannot take material from articles, books or websites you find in the library and present it as your own work; you cannot let your friends prepare your assignments for you; and you cannot copy an assignment from a student who took the same course in another semester. Plagiarism is taken seriously because this is a place for learning and new ideas; your assignments are evidence of your learning, your original ideas.

Providing work that is not your own, or that is not unique to the assignment, is inappropriate as a form of dishonesty. **The consequences of plagiarism are serious: you will be given an F on the specific assignment, or the entire course, at the instructor's discretion.** If you need advice on how to appropriately cite the work of others, please ask. As long as you acknowledge an idea is not your own, and provide the original source, it is generally not plagiarism.

Examples of violations of academic integrity are lying about the reason for an absence, or signing someone else's name to a sign-in sheet when they were not present. Please keep in mind that students generally ask their instructors for recommendations, whether for jobs or for scholarships.

K. STUDENTS WITH DISABILITIES

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Disabilities Services Office coordinates reasonable accommodations, support services, and appropriate referrals for the purpose of removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services (DS) office at (701) 255-3285, ext. 1516.

L. TITLE IX STATEMENT

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex, including sexual harassment, rape and sexual assault. United Tribes Technical College is committed to upholding the law and standards that promote respect and human dignity in a safe environment. Sexual misconduct and relationship violence in any form violates UTTC's mission, cultural values, Student Code of Conduct, and may also violate federal and state law. Faculty members are considered "mandatory reporters" and are required to report incidents of sexual misconduct and relationship violence to the Title IX office on campus. If you or someone you know has been impacted by sexual assault, dating and domestic violence, stalking or sexual exploitation, you can find the appropriate resources on the UTTC campus and in the community. These resources include:

- UTTC Title IX Office: (701) 221.1591
- UTTC Campus Safety & Security: (701) 221.1700
- UTTC Academic & Personal Counseling: (701) 221. 1764
- UTTC Domestic Violence Advocate: (701) 221. 1764
- Abused Adult Resource Center Crisis Line: (866) 341.7009
- ND Helpline: 211

M. SOCIAL DISTANCING AND FACE MASKS

United Tribes Technical College understands the importance of the health and safety of our campus community. In an effort to serve our students and community members, we are taking continual efforts to reduce risk and increase cleanliness of our campus locations. As part of our effort to protect the campus community, all students, staff, and instructors are required to observe social distancing and wear face masks at all times while in the classrooms. Face masks will be available at the entrances of buildings and hand sanitizer will be available throughout each building. Students who require accommodations should contact the Disability Services Office at dss@uttc.edu, or (701) 221-1516 to submit the appropriate documentation. Should you become sick or be required to quarantine during the semester, notify the instructor immediately using the contact method described in the syllabus. Students who require accommodations should contact the Disability Services Office to implement the appropriate accommodations required to submit course work during an extended absence.

DRESS CODE

This is a lab that requires shoes, socks, and regular pants. No shorts, skirts, sandals, etc.

CHANGES TO THE COURSE SYLLABUS OR SCHEDULE

The syllabus and schedule are a general plan for the course and deviations by the instructor may be necessary. Any changes to the schedule will be announced in class, as an announcement on the class website and by email. Therefore, you will be expected to both attend class and check your email!