

PRE/CO-REQUISITE COURSES:

All students must have received a 'C' or better in BIOL 201L, BIOL 202L, BIOL 303L, CHEM 121/123L, CHEM 122/124L, and MATH 180 (or MATH 162).

REQUIRED MATERIALS:

Both required texts should be brought to each Discussion Section.

Biology 304L Plant & Animal Form & Function: Lab Manual –Spring 2019, Council-Garcia *et al.* – Available at the Dane Smith Hall Copy Center.

Biological Science 6th Edition, Freeman (Vervet Monkey cover) – Available at the UNM Bookstore.

iClicker – Available at the UNM Bookstore.

GRADING:

Your grade will be based on a Welcome Assignment, Pre-lab Assignments, Homework assignments, and an EASE Workshop. BIOL 304L is a 1-credit course completed in tandem with BIOL 304 (Lecture Course). You are responsible for actively tracking your grade on UNM Learn. If you have lab grade concerns, make sure to address them with your TA or lab coordinator as soon as possible upon receiving your graded work. After 3 weeks from the due date, a lab assignment grade will be considered permanent. You are responsible for adhering to University of New Mexico grade policies (refer to UNM Catalog). This class is not offered for Credit/No Credit.

WITHDRAWAL POLICY:

This course can be dropped without receiving a 'W' up until the end of Week 2 (Jun 12). After Jun 12, you will receive a 'W' at the time you withdraw.

STUDENT EXPECTATIONS:

Students are required to complete all assignments online. Homework will be uploaded twice each week. Homework will be considered late if turned in after the deadline. Students should review their Lab Manual chapter (available on UNM Learn) prior to completing each week's Pre-Lab assignment. Supplemental course materials and Pre-lab Assignments will be posted on UNM Learn.

PRE-LAB ASSIGNMENTS:

Pre-lab materials will be posted before each lab on UNM Learn. Materials for each lab will be posted prior to that lab. Your Lab Manual chapter contains a set of guided reading questions to answer while working through these pre-lab materials. Each Pre-lab Assignment will consist of questions about these pre-lab materials and the exercises you will complete in the upcoming lab.

EASE WORKSHOPS:

Every student in BIOL 304L is required to complete one Essential Academic Skill Enhancement (EASE) Workshop. The Advanced Excel Online Workshop will be offered on UNM Learn during W1A (Jun 01 – Jun 02). All students must complete the workshop before 11:59pm on Jun 02.

HOMEWORK:

Homework will be posted weekly on UNM Learn. Students will download the appropriate homework, complete it, and turn it in by the posted deadline. Homeworks have a 2-page maximum (not including figures). Each Homework assignment will include a rubric to help you complete your assignment.

All work must be typed in 12 pt. 'Times' font, single-spaced, with 1" margins. All assignments must have the student's name, TA's name, and section number at the top of each assignment.

LATE ASSIGNMENTS:

Assignments are considered late if they are not turned in by the posted due date. Late assignments will lose 25% of the maximum points (e.g. -5/20 on a Homework assignment). Assignments due in the first half of the semester must be turned in by Jun 28 or will receive a zero. Assignments due in the second half of the semester must be turned in by Jul 24 or will receive a zero.

ACADEMIC INTEGRITY STATEMENT:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

ACCOMMODATION STATEMENT:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she are not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information.

TITLE IX STATEMENT:

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

CITIZENSHIP STATUS STATEMENT:

All students are welcome in this class regardless of citizenship, residency, or immigration status. Your Lab Coordinator will respect your privacy if you choose to disclose your status. UNM as an institution has made a commitment to the success of all our students, including members of our undocumented community. The UNM Administrator's welcome message is available at undocumented.unm.edu