

Class Information		Instructor Information		First day of classes:	Wed., Sept. 9, 2015
<b>Days:</b>	Tues / Thurs.	<b>Instructor:</b>	Dr. Carol Gibbons Kroeker	<b>Last day to add/drop, or change to audit:</b>	Sun., Sept 20, 2015
<b>Time:</b>	8:15-9:30	<b>Email:</b>	<a href="mailto:ckroeker@ambrose.edu">ckroeker@ambrose.edu</a>	<b>Last day to request revised exam:</b>	Mon., Oct. 26, 2015
<b>Room:</b>	A2212	<b>Phone:</b>	403-410-2000, ext 5910	<b>Last day to withdraw from course:</b>	Thu., Nov. 12, 2015
<b>Lab/ Tutorial:</b>	Tuesdays, 12:00	<b>Office:</b>	A2156	<b>Last day to apply for time extension for coursework:</b>	Mon., Nov 23, 2015
<b>FINAL EXAM:</b> Tues. Dec. 22 9:00-12:00 A2133		<b>Office Hrs:</b>	T/R 11:00-1:00 or by appointment	<b>Last day of classes:</b>	Mon., Dec 14, 2015

**Textbook:**

Biology of the Invertebrates  
Pechenik, Jan A.  
McGraw-Hill, 6<sup>th</sup> ed.

Hand-outs will be provided in lieu of a lab manual.

**Course Description:**

This course is a survey of the invertebrate phyla, covering their phylogeny, physiology, and ecological concerns. These phyla include: porifera, cnidaria, Platyhelminthes, nematode, Mollusca, arthropoda, and Echinodermata.

The course will consist of 3 hours of lecture and 3 hours of lab each week.

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**Expected Learning Outcomes:**

1. The students will learn animal phylogeny of the invertebrate species
2. The students will gain an understanding of animal form and function for each of the major phyla
3. The students will gain experience at dissection techniques

**Course Schedule:**

<u>Week of</u>	<u>Topic</u>	<u>Text Chapters</u>
Sept. 9	Introduction / Invertebrate Diversity	1
Sept. 14	Protozoans	3
Sept. 21	Porifera / Cnidaria	4, 5
Sept. 28	Cnidaria / Ctenophores	6, 7
Oct. 5	Platyhelminthes / Rotifers	8, 10
Oct. 12	Exam I / Mollusca	12
Oct. 19	Mollusca / Annelids	12, 13
Oct. 26	Annelids / Nematodes	13, 16
Nov. 2	Exam II / Arthropods	14
Nov. 9	Arthropods	14
Nov. 16	Echinoderms	20
Nov. 23	Echinoderms	20
Nov. 30	Other invertebrates / Review	19, 11
Dec. 7	Review	

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## Laboratory Schedule

The labs will be weekly. You will be performing several dissections and examinations of species of each of the major phyla.

Attendance at the laboratory sessions is **COMPULSORY**. Any lab missed without a valid excuse cannot be made up. Lab coats are required for dissection weeks.

The lab portion of this course will consist of 3 lab exams and a graded dissection.

### Tentative Lab Schedule:

- Sept. Introduction  
Protists  
Planaria
- Oct. Mollusca – shells and dissection  
Squid Dissection  
Annelid dissection  
Nematode dissection  
Insect dissection
- Nov. Crab dissection  
Sea star dissection  
Sea cucumber dissection

### Requirements:

<b>Mark Distribution</b>	:	2 Midterm Exams	40%
		2 Lab Exams / graded dissection	20%
		Final Exam	40%

This course consists of 3 hours of lectures per week, plus a 3-hour lab.

The midterm and final exam will be a combination of multiple choice questions, as well as short and long answer questions. While most questions will be based on lecture material, the textbook reading will absolutely help in the understanding of this material.

Attendance at lectures will help ensure success on course exams and assignments.

### Attendance:

Attendance at all labs is mandatory – lab reports will not be accepted unless the lab has been attended or exceptions have been made with the instructor.

Attendance at all lectures and tutorials are strongly recommended. This will help ensure success on lab assignments and exams.

## Grade Summary:

The available letters for course grades are as follows:

Grade	Percent	Grade Point Value	Description
A+	96-100	4.00	Outstanding
A	92-95	4.00	Excellent - superior performance, showing comprehensive understanding of subject matter.
A-	88-91	3.70	
B+	83-87	3.30	
B	78-82	3.00	Good-clearly above average performance with knowledge of subject matter generally complete.
B-	73-77	2.70	
C+	68-72	2.30	
C	64-67	2.00	Satisfactory – basic understanding of the subject matter. Grade point average below 2.00 is not sufficient for promotion.
C-	60-63	1.70	Minimum grade required if needed as a prerequisite course
D+	55-59	1.30	
D	51-54	1.00	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
F	<50	0	Fail – unsatisfactory performance or failure to meet course requirements.

## Other

### Classroom Etiquette:

It is expected that students will take an active role in the learning process. This includes: (a) regular class attendance, (b) reading course material in advance of class, and (c) engaging in discussions during class.

In respect to the professor and to your fellow students, we ask that you:

- Turn your phone off during class and that you don't use it for texting during lecture or lab
- Not have conversations with the people beside your during lecture – it is very distracting to the people around you
- Use your laptops for lecture material and assignments only – that you are not using the internet or facebook during class time.
- Arrive to lecture and lab on time
- Don't come to class or lab with your ipod or equivalent.

These will help to maximize the learning experience for you and your fellow students (and will keep your professor in a good mood).

## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose

accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that

date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

### **Exam Scheduling**

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### **Electronic Etiquette**

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the

session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### **Academic Policies**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### **Extensions**

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### **Appeal of Grade**

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but

plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.