**South Plains College**

**Common Course Syllabus: BIOL 1413-004, 1413-003**

Revised 01/11/20 for **Spring Semester 2020**

**Department:** Biology

**Discipline:** General Biology

**Course Number:** 1413-004 and 1413-003

**Course Title:** General Zoology (lecture + lab)

**Available Format:** conventional

**Campuses:** Levelland

**Instructor**: Dr. Harriet L. Strickland **Office Hours:** Monday: None (in class & lab)

Office: Science Building S183 Tuesday: 4:00-5:00 p.m.

Office Telephone: 806-716-2306 Wednesday: 10:00-11:30 a.m. and

E-mail: [hstrickland@southplainscollege.edu](mailto:hstrickland@southplainscollege.edu) 3:30-5:00 p.m.

Thursday: 4:00-5:00 p.m.

Friday: 8:00-11:00 a.m.

**Section 004:** **Lecture 9:30-10:45 a.m. Tues & Thurs, Science Building, Room S194**

**Lab 11:00 am. – 12:15 p.m. Tues & Thurs, Science Building, Room S194**

Classes are scheduled to meet Tuesday, January 14 - Thursday, April 30, 2020

**Final Exam Scheduled: Tuesday, May 5, 2020 from 10:15 a.m. – 12:15 p.m.**

**Section 003: Lecture 1:00-2:15 p.m. Tues & Thurs, Science Building, Room S194**

**Lab 2:30-3:45 p.m. Tues & Thurs, Science Building, Room S194**

Classes are scheduled to meet Tuesday, January 14 - Thursday, April 30, 2020

**Final Exam Scheduled: Tuesday, May 5, 2020 from 1:00 – 3:00 p.m.**

**Course Description:** This is a survey course of the major phyla of the animal kingdom. General principles of animal cytology, physiology and anatomy, genetics, embryology, ecology and adaptations, and scientific reasoning are stressed. This is a single semester course and includes integrated laboratories that will allow hands-on investigation of lecture topics.

**Prerequisite:** None. Must be TSI Compliant in Reading- Must be completed prior to taking this course.

**Credit:** 4:3:3 (4 semester credit hours: 3 lecture contact hours/week: 3 lab contact hours/week)

**Textbooks:**

**Recommended text (optional):** *Zoology*, Miller and Harley, 10th edition; older editions are

Acceptable. (Available from multiple outlets. Students should shop around—some new are priced @

$173.00).

**Required Lab Manuals:**

1. *General Zoology Lab Manual for BIOL* 1413, by Dr. Keith. (Available only at the Levelland SPC Bookstore, priced @ $15.55).
2. *A Photographic Atlas for the Zoology Laboratory*, Van de Graaff & Crawley, 8th ed. (Available from multiple outlets. Students should shop around, some new are priced @ $58.00).

**Supplies:** Notebook for taking notes, and writing instruments (pencil with eraser + blue or black pen) for class, lab, and testing. Access to Blackboard, and access to computer for writing and printing report and homework assignments.

**This course partially satisfies a Core Curriculum Requirement:**

Life and Physical Sciences Foundational Component Area (030)

**Core Curriculum Objectives addressed:**

* **Communications skills-** to include effective written, oral and visual communication
* **Critical thinking skills-** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
* **Empirical and quantitative competency skills-** to manipulate and analyze numerical data or observable facts resulting in informed conclusions
* **Teamwork-** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**Student Learning Outcomes:**

**Upon successful completion of this course, students will:**

1. Compare and contrast the structures, reproduction, and characteristics of animals.
2. Describe the characteristics of life and the basic properties of substances needed for life.
3. Identify the principles of inheritance and solve classical genetic problems.
4. Describe phylogenetic relationships and classification schemes.
5. Identify the major phyla of life with an emphasis on animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
6. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
7. Identify the substrates, products, and important chemical pathways in respiration.
8. Describe the unity and diversity of animals and the evidence for evolution through natural selection.
9. Describe the reasoning processes applied to scientific investigations and thinking.
10. Describe basic animal physiology and homeostasis as maintained by organ systems.
11. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
12. Describe the structure of cell membranes and the movement of molecules across a membrane.
13. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
14. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
15. Communicate effectively the results of scientific investigations.

**Online Course Content: Blackboard** is the primary source for all course information**. Students need to access Blackboard daily.** Firefox and Safari are recommended. Students should take Blackboard Quizzes on a laptop or desktop computer, not on an APP on a phone, and not using Google Chrome. Specific course materials available on Blackboard will include: messages and announcements from the instructor, official quizzes with deadlines, assignments, changes to the course schedule, study aids, some slides from PowerPoint lectures, absence and tardiness records, grades on certain assignments, etc.

**SPC E-mail:** Each student has an SPC E-mail account and should check it regularly. Instructors and the administration will use this E-mail address to contact the student.

**Tutoring Service:** Peer Tutorsareavailable for one‑on‑one tutoring sessions that are **free of charge.** Tutor information is available on Blackboard and posted in lab and lecture rooms. **SPC has awesome tutors, use them!!!!**

**The last day for a student to drop themselves from this course is Thursday, April 23, 2020.**

**Course Evaluation/ Student Performance Assessment:**

**Student Performance Assessment using Examinations:**

* **Five major exams (Unit Exams or Tests) will be given during the semester (including the Final Exam = Test #5).** 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.
* Tests #1, 2, 3 and 4 will be scheduled during normal class time. Test #5 (the Final Exam) is scheduled according to the SPC Spring Semester Final Exam Schedule. **Final Exam for Section 004 (lab time will be used to schedule the final exam) is set for Tuesday, May 5, 2020 from 10:15 a.m. until 12:15 p.m.,** and for **Section 003 (lab time will be used to schedule the final exam) is set for Tuesday, May 5, 2020 from 1:00 p.m. until 3:00 p.m.**, to be held in the regular classroom (Science Building, Room S194). Each test is worth 100 points.
* Test #1 will cover material from the beginning of the spring semester, lectures through Thursday January 30 and labs through Tuesday January 28. Each of Tests #2 through #5 will cover lecture and lab material for the appropriate unit. The final exam, Test #5, is not a cumulative exam and will only cover material from the final lecture and lab unit. Each exam is worth 100 points, and some exams may include bonus questions (extra credit points).
* **In order to be considered for eligibility for exam make-up, the student must contact the instructor before the exam has begun (**[**hstrickland@southplainscollege.edu**](mailto:hstrickland@southplainscollege.edu)**).**  If a student misses an exam without contacting the instructor prior to the exam, then they will not be allowed to take any make-up exam, and the score of zero will be entered for that exam.
* Even if the student contacts the instructor ahead of time, make-up exams will only be given in the event of a serious illness, a legitimate emergency, an official college trip, or the death of an immediate family member—in each case, **the appropriate documentation** must be provided to the instructor in order for accommodations to be made. DO NOT MISS EXAMS!! **Any make-up exams that are allowed will be essay-format.** Make-up exams do not include any bonus points.
* If it is known in advance that an absence will occur on an exam date, and the instructor is notified **ahead of time,** it may be possible, under special circumstances, to take the normally-formatted exam at an alternate time.

**Student Performance Assessment using Quizzes**:

* There are two types of quizzes in this class: Reading Quizzes (6 total) and Blackboard Quizzes (9 total). Reading Quizzes (pre-assigned readings from the Photographic Atlas) will be administered at the beginning of class using short multiple choice or true/false tests (5 questions @ 1 point each = total 5 points each quiz). Grades from Reading Quizzes count as part of the students’ lab grade totals and cannot be dropped. Official Blackboard Quizzes (available by Internet) will begin the second week of class. There will be nine total Official Blackboard Quizzes during the semester, with one initial Practice Blackboard Quiz available during the first week of class.
* Reading Quizzes cannot be made up for any reason. If a student misses a Reading Quiz for any reason, or if a student is tardy to class on the date of a Reading Quiz, then the grade for that quiz is zero.
* The only Practice Blackboard Quiz will become available during the first week of spring semester, and will be due no later than Monday night, January 20, at 11:59 p.m. (midnight cut-off). This Practice Quiz is meant to serve as a practice run for students using Blackboard for the first time, and will serve as one of the few Extra Credit Opportunities available during the semester.

**(Student Quizzes continued)**

* The first Official Blackboard Quiz, called BB Quiz #1, will become available on Friday, January 24, and will be due no later than the following Monday night at 11:59 p.m. (BB Quiz #1 due by Monday night, January 27). Each Official Blackboard Quiz will cover the lecture and lab material for the most recent week of class (lecture and lab). Official Blackboard Quizzes are pre-scheduled and announced. Each quiz will become available on a scheduled Friday, and will be due no later than the upcoming Monday night at 11:59 p.m.
* Official Blackboard Quizzes are open-book and open-note BUT there is a time limit for completing each 10 question quiz, so students are advised to have studied before taking the quiz. Although students are authorized to use their textbooks, lab books and class notes while taking an Official Blackboard Quiz, each student must personally take each quiz by themselves (without the aid of another student, or a former student, or any human or virtual assistant, or a tutor), unless a student has received approval for specific Special Accommodations (see Policy below). Using the aid of another person or virtual assistant when taking a Blackboard Quiz is considered Cheating (see Policy below), unless a student has received approval for specific Special Accommodations (see Policy below).
* **The lowest (1) Official Blackboard Quiz grade will be dropped before the final Blackboard Quiz average is calculated at the end of the semester. If a student misses an Official Blackboard Quiz, then that grade of zero will become that student’s dropped quiz grade for the semester.** No student can drop more than one Blackboard Quiz grade, for whatever reason.
* **Official Blackboard Quizzes CANNOT be made up if missed for any reason.**
* Please make sure to use a reliable computer on a reliable Internet connection to take Blackboard Quizzes. Only on rare occurrences will the quiz attempt be reset.

**Student Performance Assessment using Homework Assignments, Laboratory Exercises and Lab Participation:**

* Homework assignments will be given throughout the semester related to both laboratory and lecture materials, and may include completing worksheets, performing reading assignments, working genetics problems, writing short reports and watching specific video clips, keeping a bird-watching inventory list, etc. and will be worth anywhere from 10 to 40 laboratory points each. These assignments will be announced in lecture class or during laboratory, and/or will be posted on Blackboard, along with instructions, format and due dates.
* Late homework assignments will be accepted for up to one week after the due date, but will lose 25% of their value per class meeting after the due date. After 1 week, the value of the assignment becomes a zero, whether lecture or lab related.
* Most laboratory activities will include the completion and submission of a report or worksheet for work accomplished during lab class. Some worksheets will come from the Lab Manual (purchase required, available only at the Levelland SPC Bookstore), while others will be provided as a Handout.
* Absence from laboratory class equals a grade of zero on any missed laboratory exercise that is submitted for grading, and equals a zero for any missed laboratory exercise that is graded during its performance (such as animal dissections). There is no makeup for missed lab exercises unless the student’s absence is pre-arranged and pre-approved by the instructor (in which case, an alternate assignment may be provided when requested by the student and approved by the instructor).
* When completing the Lab Worksheet, the writing needs to be legible and organized, plus neatness counts! A Worksheet is due at the end of most laboratory class meetings unless announced otherwise.

**(Student Homework & Laboratory continued)**

* If a student misses a lab then she/he will not be allowed to turn in a lab worksheet for that lab activity and will receive a zero. Similarly, if a student neglects to submit a completed Lab Worksheet at the end of lab, then she/he will receive a zero. There will be approximately 20 total Laboratory exercises and/or Homework Assignments.
* When unavoidable situations such as a death in the family or an official college trip cause absences from lab, the instructor may permit the student to make up some lab work missed, including some portion of the appropriate Lab Worksheet for partial credit, when the student has arranged for an in-office meeting with the instructor to discuss and arrange makeup assignments.
* In addition, Laboratory Participation will be noted by the instructor, and if a student fails to follow safety instructions and/or cooperate within student groups, or fails to follow the Student Code of Conduct and/or the Electronic Devices & Cell Phone Policy, or fails to clean-up his/her workstation, etc., then points will be deducted from that student’s Lab Worksheet or Lab Assignment grade for that date, at the instructor’s discretion.

**Student Performance Assessment using Major Written Report Assignment:**

* One major writing assignment will be given during the semester, scheduled to be assigned on Thursday, February 20 and due to be turned-in on Thursday, April 23. Students will be assigned a specific topic for library research and report writing, with grading worth 10% of the final course grade.
* Reports will be typed using the MLA format, and specific instructions will be given at the time of the assignment (and posted on Blackboard). Reports will be submitted in print format (no e-mail or other electronic documents) and will be graded based upon content, research methods, sources cited, writing style (use paragraphs and thesis statements), spelling, grammar, punctuation and MLA formatting.
* Students are encouraged to use Spell Check and Grammar Check on their computers as they prepare their written reports, and to seek the assistance from SPC Librarians if they are unsure what steps should be taken to perform literature searches for scientific and academic topics. Also, students are encouraged to seek assistance from the SPC Writing Center if they are unsure how to write or print a written report using MLA format. Aside from the specific SPC Library and Writing Center assistance listed above, each student is responsible for completing her/his own assignment individually, without plagiarism or cheating violations (see Policy below).

**Grade Summary: Five major Exams: ≈ 55% of Final grade**

**Official Blackboard Quizzes: ≈ 15% of Final grade**

**Homework Assignments, Reading Quizzes,**

**Lab Exercises/Worksheets & Lab Participation: ≈ 20% of Final grade**

**Major Written Report Assignment: ≈ 10% of Final grade**

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| --- | --- | --- |
| **Category** | **Approx. Available Points** | **Weighted % of Final Grade** |
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| **Unit Exams (5)** | **5 @ 100 points = 500** | **55% of Final Grade** |
|  |  |  |
| **Official Blackboard Quizzes** | **Best 8 @ 10 points = 80** | **15% of Final Grade** |
|  |  |  |
| **Homework Assignments/ Labs**  **Reading Quizzes**  **Bird List Inventory** | **20 @ 10 points = 200**  **6 @ 5 points = 30**  **1 @ 40 points = 40** | **20% of Final Grade** |
|  |  |  |
| **Major Written Report**  **Assignment** | **1 @ 100 points = 100** | **10% of Final Grade** |
|  |  |  |
|  |  | **100%** |

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| --- | --- |
| **Final Letter Grade** | **Course Average\*** |
| A | 90 – 100% |
| B | 80 – 90% |
| C | 70 – 80% |
| D | 60 – 70% |
| F | 0 – 59% |

**Final Letter Grade Policy:**

\*Course Average: Total points earned within each category are totaled, divided by available points per category for a category average grade, and then weighted percents are applied as listed above. If a student’s final course grade is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to bonus points/extra credit that may be available on unit exams.

**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.

**South Plains College Class Attendance Policy:**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor.  Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.  A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**Class Attendance Policy:** The class attendance policy follows the guidelines outlined in the SPC class attendance policy above, but addresses this course specifically.

* Punctual and regular class and lab attendance are required of all students. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. When unavoidable situations such as illness, weather, an official college trip, or a death in the family cause absences, the instructor may permit the student to make up class work missed. In such cases, it is the student's responsibility to arrange for an in-office meeting with the instructor to discuss and arrange makeup assignments. If approved, any makeup assignments must be completed within one week of the student’s return to class. See specific makeup policies in this document related to Student Assessment.

**(Class Attendance Policy continued):**

* When absences become excessive and, in the instructor’s opinion, the minimum course objectives cannot be met, the student will be withdrawn (dropped) from the course. Students with more than 4 absences in a row (regardless of the reason) will be dropped from the class with an F or X without

further warning. **Any student with 4 unexcused absences or more (either lecture or lab) “throughout the semester” will be considered excessively absent, and the instructor reserves the right to withdraw (drop) that student from the course (with an F or an X).**

* 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 classbythe 12th day of SPC Spring Semester Classes (Wednesday, January 29, 2020) will automatically be withdrawn (dropped) from the class roll.

* Students are expected to be attentive during lectures and to be working during lab sessions. Students found to be studying other classes, sleeping or spending time on their cell phones are marked absent for the entire class period and will be asked to leave, with a grade of zero for that date. Unless an early dismissal is pre-arranged and pre-approved by the instructor, any student who leaves the lecture or lab classroom early will not get credit for that day’s participation or assignment.
* Regardless of the reason for a student’s absence, it is her/his responsibility to contact the instructor during office hours to find out what work was missed, ask whether it can be made up, and if so when it will be due. Students will not be allowed tojust e-mail the instructor to ask what was missed and leave it at that, or ask the instructor what was missed 2 minutes before class starts. **The student must come to the instructor’s office during office hours to discuss making up work.**

**Tardy Policy:**

Excessive tardiness will not be tolerated. If a student does arrive late to Lecture Class, then she/he should quietly take her/his seat. It is the student’s responsibility to come to the instructor **after Lecture Class to have their attendance record changed** for that date from absent to tardy. If a student arrives late to Laboratory Class, then she/he must see the instructor to obtain permission to stay and participate in lab for a grade on that date. A student who is consistently tardy, and/or disturbs the class, will be withdrawn (dropped) from the class.

**Plagiarism and Cheating**:

Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;

**(Cheating Policy Continued):**

1. Altering grade records;
2. Copying another’s work during an examination or on a homework assignment;
3. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
4. Taking pictures of a test, test answers, or someone else’s paper.

**Student Code of Conduct Policy:**

* Any successful learning experience requires mutual respect on the part of the student and the

instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

* As future professionals, students are to communicate with each other in a professional and civil manner. At all times we will treat each other with dignity and respect. That means **no profanity or conversations that the instructor believes are inappropriate.** The instructor has the final say for what may be considered “inappropriate”. If there are problems in this area, a student may be asked to leave the classroom.
* **Disruptive behaviors** such as use of a cell phone, leaving and returning to class while in session, arriving late to class, talking to others during lectures/discussions, checking e-mail or Facebook, sending/receiving text messages, eating or drinking in class, etc… may result in a request that such students leave the class.

**Electronic Devices and Cell Phone Policy**:

* All cell phones and other electronic devices should be turned OFF or silenced inside the classrooms (both lecture and lab).
* If the cell phone “rings” or “buzzes”, or is being used during class for text messaging or a student gets up from class to answer a phone call, then that student will be considered to have engaged in Disruptive Behavior (see above) and may be asked to leave the classroom.
* Cell phones and Smartwatches must be put away during Unit Testing and Exams and left in the Microscope Room, attached to the Zoology Classroom/Lab (S197). If a student’s cell phone “rings” or “buzzes” during a Reading Quiz or during the showing of a Video in class/lab, that student’s test paper or video worksheet will be taken up and graded at that point.
* If a student is a repeat offender and cannot control their electronics usage out of respect of others, the student may be dismissed (withdrawn) from the course.
* Earbuds cannot be worn at any time during class (lecture or lab), unless a student has received approval for specific Special Accommodations (see Policy below). **Students may not record the lectures or labs** (the instructor will do that if accommodation is required). **Students may not take photos/videos of the instructor.**  Select Powerpoint slides will be posted on Blackboard.
* Students may take photos/videos of lab materials (dissections, models, posters and mounted taxidermy specimens) to be used as study guides, in preparation for unit testing and exams.

**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 everyone to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, society will be modelled as it can be.

**Privacy Statement:**

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student’s grade with anyone other than that student (which means that the instructor will NOT discuss a student’s grade with parents, guardians, friends, etc.)

**Disability Statement:**

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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Special Accommodations:**

Any student with disabilities or special needs should **identify themselves within the first enrollment week in the class.** The instructor will do everything in her power to accommodate any special needs.

**Nondiscrimination Policy:**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX  79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education.  To [activate](http://www.southplainscollege.edu/employees/manualshandbooks/facultyhandbook/sec4.php) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness.  Once approved, notification will be sent to the student and instructors.  It is the student’s responsibility to work with the instructor to arrange accommodations.  Contact the Director of Health and Wellness at 806-716-2362 or [email](http://www.southplainscollege.edu/employees/manualshandbooks/facultyhandbook/sec4.php) [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**Lab Safety:**

* Each student will be informed/trained on Lab Safety during the first week of the semester, and specific guidelines will be repeated during the semester with verbal announcements before appropriate lab meetings.
* No vaping or tobacco product usage is allowed in the Science Building.
* No open food and no open-top drink containers are allowed in the Zoology Classroom/Lab (S197) nor in the attached Microscope Closet. Commercially packaged and sealed food (like a candy bar or snack food) should be kept inside a student’s personal bag, or left in that student’s car or dorm room. No eating by students is allowed in the Zoology Classroom/Lab (S197) nor in the attached Microscope Closet. Students can eat snacks during break-times while standing/sitting in the hallway or outside the building.
* Closed top and empty drinks or drink containers must be placed in the Microscope closet or on top of the filing cabinet (under the Moose Head) during lab dissections and during testing.
* Only during lecture class on a non-testing day, students are allowed to have a closed top drink (either a screw-tight top, or a closed-top except for sipping spout or straw opening) at their desk-top. That same closed-top drink must be removed from desk-tops during laboratory class (regardless of whether or not dissection is being conducted) and placed in the Microscope closet, or on top of the filing cabinet (under the Moose Head) or be sealed-closed and placed inside a student’s personal bag.

**(Lab Safety Continued):**

* **No student is allowed to take a caged Science Building animal out of its cage (or aquarium), nor is any student allowed to touch or feed a caged Science Building animal without an instructor’s express permission AND without an instructor’s presence and supervision.**
* Animals living in the Biology Garden are under Dr. Kristin Bingham’s domain. In general, those animals are for everyone’s pleasure and should not be captured nor allowed to escape the Garden (through open gates or doors) without Dr. Bingham’s express permission (except under the direction of SPC faculty/staff or Emergency Officials during an emergency, such as a fire). There are feral foxes and cats, and stray dogs on the SPC campus (especially at night) who might prey on Biology Garden animals if not deterred by fencing and closed gates/doors.
* **For lab dissections, students must wear long pants or long skirts (below the knee when seated) and closed-toe shoes.** Gloves and safety goggles will be provided for appropriate lab meetings.
* Each student will be required to follow all safety instructions and procedures outlined by the instructor &/or staff of SPC.

**Material Safety Data Sheets** **(MSDS)**:

These data sheets detail any potential hazards which may be incurred while utilizing various chemicals in the laboratory. The MSDS notebook is located in Room S146 of the Science Building. All students are encouraged to read about the chemicals used in the lab in the MSDS notebook. Please ask the instructor if you need assistance.

**Campus Concealed Carry**:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <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 each semester.

**Note:** The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, and the test and quiz dates, as well as notify students of any changes, at any point during the semester.