

COURSE APPROVAL/CHANGE DOCUMENT

(See back of form for instructions)

Submit

1. ADDITION REVISION TERMINATION

2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description, etc.):

3. COURSE NUMBER **ZO** 310

4. COURSE TITLE Zoology

5. IF REVISION: Previous Course No. ZO310

Previous Title Animal Biology

6. FOR ADDITIONS AND REVISIONS -
FIRST TERM/YEAR TO BE OFFERED:

Fall Spring Summer Term 2020

7. FOR TERMINATIONS ONLY -
LAST TERM/YEAR TO BE OFFERED:

Fall Spring Summer Term _____

8. COLLEGE: Coll of Sci, Tech, Engr & Math

9. DEPARTMENT NAME: Biology

10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): 260701

11. FIXED CREDIT HOURS: YES NO

4 Total Credit Hours

___ Lec Contact Hours

3 Lab Contact Hours

___ Other Contact Hours

12. VARIABLE CREDIT HOURS: YES NO

___ Min Total Credit Hours ___ Max Total Credit Hours

___ Min Lec Contact Hours ___ Max Lec Contact Hours

___ Min Lab Contact Hours ___ Max Lab Contact Hours

3 Min Other Contact Hours ___ Max Other Contact Hours

13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES NO If YES, total number of times course can be taken _____

14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: 96 Justification of maximum enrollment:

This number corresponds to four sections of lab. Each lab section can hold a maximum of 24 students.

15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type: L - Lecture

Faculty Workload: 3 Class schedule type justification:

This is a lecture course that meets for one hour three times a week.

16. COURSE LEVEL: Undergraduate

17. GRADE TYPE: Standard Grade

18. DEVELOPMENTAL COURSE: YES NO

19. CROSS-LISTED COURSE:

YES WITH _____ NO

20. SPECIAL COURSE FEE? (Must be Board approved)

YES Amount \$ 10.00 NO

21. Required faculty qualifications to teach this course:

Graduate degree in Zoology or a graduate degree in Biology with an emphasis on animal biology.

22. UNIVERSITY STUDIES COURSE: YES NO

If yes, please select one general education category:

If yes, please select up to three general education learning goals that reflect the priorities for student learning in the course. Please rank these in priority order, i.e. 1,2,3 by inserting the numbers/rankings into the boxes:

- ___ General Education Learning Goal 1: Ethical Reasoning
- ___ General Education Learning Goal 2: Global Learning
- ___ General Education Learning Goal 3: Information Literacy
- ___ General Education Learning Goal 4: Written Communication
- ___ General Education Learning Goal 5: Oral Communication
- ___ General Education Learning Goal 6: Critical Thinking
- ___ General Education Learning Goal 7: Quantitative Literacy

If the proposed new or revised course is a General Education/University Studies course, please provide a short rationale why this course should be considered as a general education course.

Attach the following:

- a) If applicable, memos from Department Chair(s) in affected department(s) stating support or that issues/conflicts are resolved.
- b) Memo from Library Dean assessing available and needed library resources and services.
- c) Class syllabus using the syllabus template: [Syllabus Template Link](#)

COURSE APPROVAL SIGNATURES

Department Chairperson James E. Champine <small>Digitally signed by James E. Champine Date: 2019.09.20 09:11:39 -05'00'</small>	Dean of Kent Library	College Council Tamela D. Randolph, PhD <small>Digitally signed by Tamela D. Randolph, PhD DN: cn=Tamela D. Randolph, PhD, o=Southeast Massachusetts University, ou=College of Science, Technology, Engineering, and Mathematics, email=tarandolph@sema.edu, c=US Date: 2019.09.20 16:14:28 -0500'</small>
Educator Preparation Committee	University Studies Council	Graduate Council

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the email must come from your Southeast email account.

Registrar's Office Use Only			
SCACRSE _____	Bulletin _____	Degree Audit _____	SHATATR _____

COURSE APPROVAL/CHANGE DOCUMENT

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Submit

1. ADDITION REVISION TERMINATION

2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description, etc.):

3. COURSE NUMBER **ZO** 010

4. COURSE TITLE Zoology Lab

5. IF REVISION: Previous Course No. _____ Previous Title _____

6. FOR ADDITIONS AND REVISIONS -
FIRST TERM/YEAR TO BE OFFERED:

Fall Spring Summer Term 2020

7. FOR TERMINATIONS ONLY -
LAST TERM/YEAR TO BE OFFERED:

Fall Spring Summer Term _____

8. COLLEGE: **Coll of Sci, Tech, Engr & Math**

9. DEPARTMENT NAME: **Biology**

10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): 260701

11. FIXED CREDIT HOURS: YES NO

0 Total Credit Hours

____ Lec Contact Hours

2 Lab Contact Hours

____ Other Contact Hours

12. VARIABLE CREDIT HOURS: YES NO

____ Min Total Credit Hours ____ Max Total Credit Hours

____ Min Lec Contact Hours ____ Max Lec Contact Hours

____ Min Lab Contact Hours ____ Max Lab Contact Hours

1.5 Min Other Contact Hours ____ Max Other Contact Hours

13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES NO If YES, total number of times course can be taken _____

14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: 24 Justification of maximum enrollment:

The lab this course is taught in only has 24 seats. Larger sections would be unsafe.

15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type: **B - Lab/Clinical/Studio Course**

Faculty Workload: 1.5 Class schedule type justification:

This is a lab course that meets for two hours every week.

16. COURSE LEVEL: **Undergraduate**

17. GRADE TYPE: **Standard Grade**

18. DEVELOPMENTAL COURSE: YES NO

19. CROSS-LISTED COURSE:

YES WITH _____ NO

20. SPECIAL COURSE FEE? (Must be Board approved)

YES Amount \$ _____ NO

21. Required faculty qualifications to teach this course:

Graduate degree in Zoology or a graduate degree in Biology with an emphasis on animal biology.

22. UNIVERSITY STUDIES COURSE: YES NO

If yes, please select one general education category:

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- ___ General Education Learning Goal 5: Oral Communication
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- b) Memo from Library Dean assessing available and needed library resources and services.
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COURSE APPROVAL SIGNATURES

Department Chairperson

James E.
Champine

Digitally signed by James E.
Champine
Date: 2019.09.20 09:08:20 -05'00'

Dean of Kent Library

College Council

Tamela D.
Randolph, PhD

Digitally signed by Tamela D. Randolph, PhD
DN: cn=Tamela D. Randolph, PhD, o=Southeast
Missouri State University, ou=College of Science,
Technology, Engineering, and Mathematics,
email=tandrolph@semo.edu, ou=CS
Date: 2019.09.20 16:14:00 -05'00'

Educator Preparation Committee

University Studies Council

Graduate Council

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the email must come from your Southeast email account.

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SCACRSE _____ Bulletin _____ Degree Audit _____ SHATATR _____

(1) Course Number: ZO 310/010

(2) Course Title: Zoology

(3) Catalog Description: Diversity of single celled eukaryotes and major taxonomic groups of animals emphasizing integration of function and form.

(4) Prerequisites: BI283 or permission of faculty teaching class

(5) Co-requisites: None

(6) Credit Hours: 4

(7) Semester: Fall 2020

(8) Class Meeting Time(s), location and format:

Lecture: M, W, F 1:00-2:00 in RH121

Labs meet in MG131:

Section 1: T 10:30-11:50

Section 2: T: 1:30-3:20

Section 3: T: 3:30-5:20

Section 4: R: 1:30-3:20

(9) Instructor: Dr. Timothy Judd

(10) Instructor Contact Information:

Office: 225 Rhodes Hall

Phone: 651-2365

e-mail: tjudd@semo.edu

webpage: <http://cstl-csm.semo.edu/tjudd/>

Office hours: M,W,F 11-12 or by appointment

(11) Concerns: Questions, comments or request regarding this course should be taken to the instructor. Unanswered questions or unresolved issues about this class can be directed to Dr. James Champine, Chairperson, Department of Biology

(12) Course Learning Outcomes:

1. Students will describe the major structures in animals and some single celled eukaryotes
2. Students will illustrate the relationship between the development and the phylogeny of animals.
3. Students will demonstrate how morphology relates to life history.

(13) Course-specific Required Materials:

Text Book: Hickman et al. 2017 *Integrated Principles of Zoology 17th ed.* McGraw Hill. This book will act as a supplement to the lectures. Although I will not test from the book directly, I will generally follow the book throughout the class. It will be helpful to read the chapter being covered before coming to class. The text will be a useful study aid.

Lab Manual: *ZO310 Lab Manual*. McGraw-Hill. This is a reduced version of the manual cited below for this class. I did this to reduce the cost for you. Hickman and Kats. 2017. *Laboratory Studies in Integrated Principles of Zoology 17th ed.* McGraw Hill.

(14) Course Content:

Week	Lecture Topics	Lab Topic
1	Course Introduction Single Celled Eukaryotes	Eukarya I
2	Single Celled Eukaryotes	Eukarya II
3	Development: Cleavage Patterns and Gastrulation Development: Molecular Development	Development
4	Tissues and Integument The Phylogeny of Kingdom Animalia Porifera	Animal Tissues
5	Cnidaria	Porifera
6	Introduction to Lophotrochozoa Platyhelminthes <u>Exam 1 (Friday)</u>	Cnidaria
7	Annelida	Platyhelminthes
8	Mollusca	Annelida
9	Mollusca	Mollusca I
10	Introduction to Ecdysozoa Nematoda	Mollusca II
11	Arthropoda <u>Exam 2 (Friday)</u>	Ecdysozoa I
12	Arthropoda	Ecdysozoa II
13	Echinodermata	Echinodermata
14	<i>Fall Break</i>	<i>Fall Break</i>
15	Chordata	Chordata I
16	Chordata	Chordata II
17	<u>Final</u> Monday 12pm in RH121	

(15) Grading Scale and Policies:

Grading

You will be graded in the following ways:

3 Exams:	300 pnts
Lab Grade	240 pnts*
<hr/>	
Total:	520 pnts

***Lab:** You are required to take the lab course, Z0010 in conjunction with the lecture course. Your lab grade will be incorporated into the course grade.

Your lab grade will be determined by

16 Lab Quizzes:	160 pnts
16 Lab Assignments:	80 pnts
<hr/>	
Total:	240 pnts

Lecture exams will be returned within two weeks.

Lab quizzes and assignments will be graded within one week.

If you get the following percentages, you will be guaranteed the following grades. However, I may lower the cutoffs **at the end of the semester**.

90-100%: A

80-89%: B

70-79%: C

60-69%: D

0-59%: F

Class Policies

Attendance and Absences

You are expected to attend every class period. If you have an excusable absence I will ask for some form of evidence. If you miss a class without an excused absence you will not be able to make up the missed work.

Lab attendance: You are expected to attend and participate in all labs. If you leave early without an excusable reason, the instructor reserves the right to not allow you to take the quiz in the following lab session and you will receive a zero for the lab assignment. If you have a legitimate reason for having to leave early, please notify the instructor before lab begins.

Excusable absences will be dealt with on a case by case basis. I reserve the right to ask you to provide evidence for your absence. If you obtain a doctor's note, I only need to know that you were unable to come to class due to medical reasons. I do not need to know what the specific reason (i.e. the medical condition) was.

If possible, please contact me ahead of time if you plan to miss class with an excusable absence.

Note: scheduling an advising appointment during class is not an excusable absence.

Plagiarism and Paraphrasing

Plagiarism: Any evidence of plagiarism will result in a zero for all parties involved. This includes copying from each other, copying from the internet, or other sources.

Paraphrasing: Paraphrasing in which you change a few words or combine sentences or parts of sentences from another source is a form of plagiarism and is not acceptable in this course. This could lead to a zero for your assignment.

Please see the Academic Honesty Statement

Lab Rules and Regulations

You will be in a laboratory for part of this course. You will be expected to abide by the following rules. If you fail to do so you will be asked to correct the issue or, if necessary, asked leave the lab.

- 1) No food or drink is allowed in the laboratory. This includes chewing gum. If you need to drink or eat please step outside the lab when time allows.
- 2) All students must wear long pants and may not wear open toed shoes.
- 3) When performing dissections on preserved material, students must wear gloves.
- 4) Students must clean up after themselves before leaving the class.

(16) Final Exam Schedule: Dec 11, 12:00 and RH121

(17) **Academic Honesty** – Southeast Missouri State University expects all students, faculty and staff to operate in an honest and ethical manner. Academic dishonesty is a very serious offense because it undermines the value of your education and the education of others. Students who engage in academic dishonesty face significant penalties. Forms of academic dishonesty include, but are not limited to, plagiarism, cheating, contract cheating, misrepresentation, and other actions you take. Some of these are defined below:

- Plagiarism means passing off someone else's work as your own, whether it is intentional or unintentional.
- Cheating includes copying from another person or source of information to meet the requirements of a task.
- Contract cheating is paying someone else or a company to do your work.
- Misrepresentation means you are posing as someone else or someone else is posing as you to complete a task.
- Collusion means working with one or more people to cheat. If you help someone cheat or plagiarize you will face the same penalties.

For more information, visit the Responsible Redhawks Code of Conduct

<http://www.semo.edu/responsible/redhawks/code-of-conduct.html> or the Faculty Handbook Section (D) on Academic Honesty <http://www.semo.edu/facultysenate/handbook/5d.html>

(18) **Accessibility** – Southeast Missouri State University and Disability Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student's educational experience are available for students with various disabilities. Students are responsible for contacting Disability Services to register and access accommodations. Accommodations are implemented on a case by case basis. For more information, visit <http://www.semo.edu/ds/> or contact Disability Services at 573-651-5927.

(19) **Civility** – Your university experience is purposely designed to introduce you to new ideas, help you think effectively, develop good communication skills, evaluate information successfully, distinguish among values and make sound judgements. Doing this well requires respectful and courteous discussion among and between students and the instructor. Together, we must create a space where we acknowledge and respect others have different experiences, perspectives and points of view. Disagreements are likely. Mutual respect for one another and a willingness to listen are important. Remember, you are responsible for your behavior and actions. There is a no tolerance policy on bullying

or harassment of any kind. Additional information on student conduct may be found at:
<http://www.semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0> and
http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf

(20) **Mandatory Reporting** – I will keep information you share with me confidential to the best of my ability, but as a professor I am legally required to share information about sexual misconduct and crimes I learn about to make our campus and community safe for everyone.

(21) **Student Success** – This course uses SupportNET, Southeast’s student success network, to improve communication between students, faculty and staff on campus. You’ll get emails through SupportNET with information about resources or concerns. Please read these emails—they are sent to help you succeed! You can access SupportNET through your portal, Moodle or directly at supportnet.semo.edu to see any academic alerts, ask for help and to access resources to support your success at Southeast.