August 18, 2002

TO: Research & Development Committee

FROM: Mary Truex  
Department of Biological Sciences

Thank you for granting me a Curriculum Development Grant to pursue the development of a new lab curriculum for T100 biology. My goals were to develop and write a new lab curriculum and to write a lab manual for the course.

I am pleased to inform you that I have completed those goals. The biology department will begin using the new curriculum fall semester 2002. Attached is a course syllabus for the lab and the new lab manual. If possible, please return the lab manual to me once the committee has had an opportunity to review it.

Sincerely,

Mary Truex 
Lecturer  
Department of Biological Sciences  
Indiana University South Bend  
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T100 HUMANS AND THE BIOLOGICAL WORLD LAB SYLLABUS FALL 2002

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                Tue/Thur. 2-2:30  suscook@iusb.edu

Lab Manual: *Biology T100 Laboratory Manual* by Truex

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*Labs that include dissection. Dissection tools are provided by the Biology Department. Dissection gloves are optional and are NOT provided. Students who wish to use gloves may purchase them at the IUSB bookstore.*
I. ATTENDANCE:
Regular attendance is imperative in order to be successful in the lab portion of this course. If a student is unable to attend lab, the student is still held responsible for knowing the information covered during that lab period. **THERE WILL BE NO MAKEUP OF MISSED LABS.**

II. GRADING:
The laboratory grade constitutes 33% of your final course grade and will be based on these factors:
- 75% - 2 Lab Exams (100 points each)
- Individual Project (60 points)
- 20% - 10 Data Sheets (10 points each)
  - The lowest data sheet grade will be dropped.
  - TASK notebook (20 points)
- 5% - Class Participation: This includes attendance and work ethic in lab.

**YOU MUST PASS THE LAB IN ORDER TO PASS THE COURSE.**

III. EXAMS:
There will be 2 lab practicals given during the semester. Students move from station to station and answer questions regarding lab materials that are set up at each station. **THERE IS NO MAKEUP OF MISSED EXAMS.**

IV. LAB DATA SHEETS:
Labs will require that students collect data, record it, and interpret it. Data sheets also include questions pertaining to the lab activity. Data sheets will be handed in and graded by the lab instructor. Data sheets and questions are to be used by students as study guides for the lab exams.

V. INDIVIDUAL PROJECTS:
Each student will complete a 5-10 minute presentation to the class. This presentation will be a lab activity where the class will participate. Your instructor will help you obtain any materials that are needed for this presentation.

VI. CLASS PARTICIPATION: 5% of the overall lab grade comes from participation in lab. This included attendance, taking part in the lab activity, and showing responsibility for the lab work involved.

V. WITHDRAWALS:
Classes dropped before Aug. 31 will NOT appear on your transcript. A grade of "W" will automatically be assigned if you drop between Aug. 31 - Sept. 23. Between Sept 24 and Nov. 4, you must have your instructor’s permission to withdraw. If permission is granted, you will be given a "W" if your work is of passing quality or an "F" if your work is not of passing quality at the time of your withdrawal. **Nov. 4th is the last day to withdraw from the course.** Withdrawal from courses after this date may only be attempted if you have an urgent and compelling reason to withdraw. Permission from the dean of LAS is required. Poor performance is NOT considered an urgent and compelling reason. Please note that if you decide to stop coming to class and do not officially withdraw from the course, a grade of "F" will automatically appear on your transcript.
BIOLOGY T100

INDIVIDUAL TASK PROJECT

At the end of the semester, each T100 student will choose one of their weekly TASK assignments and teach it to the T100 class. You are the “teacher.” It should be taught as if the T100 class were an elementary classroom. The presentation should last no more than 10 minutes. Select one TASK assignment and develop it into a lab activity including an experiment or observation that will be done by all the class members.

The TASK (thinking about science and kids) assignment project is designed to encourage the T100 lab student to develop some of the skills needed to successfully teach science in the elementary classroom. Teaching is an awesome and rewarding experience if, as a teacher, you are well organized, knowledgeable in the subject matter, and are confident in your role as a teacher. The TASK project is a beginning to help you find those things.

The following items should be included in the presentation:

1. INTRODUCTION: Give your presentation a title. Give a short background explanation. What grade level(s) are appropriate for this activity?
2. OBJECTIVE: What are we trying to discover or observe?
   Include a handout of your lab activity for each class member following the TASK assignment outline: 1)Objective 2)Introduction 3)Materials needed 4)Procedure 5)Evaluation
3. PROCEDURE: Explain the procedure and how to use the material and equipment needed for the lab activity.
4. ACTIVITY: Class members do the lab activity with the “teacher” supervising their work.
5. Summary: sum up and review the results (or expected results).

The Biology department will provide any materials you may need for this project.

TWO WEEKS PRIOR TO YOUR PRESENTATION:

1. Students must submit to the lab instructor a complete list of any lab materials needed for your project.
2. Students must submit to the lab instructor the handout showing the TASK outline for your presentation. If you have additional handouts, they must also be submitted at this time.

THERE IS NO MAKE-UP FOR THE PROJECT PRESENTATION!!
GRADING:
The TASK project presentation is worth 60 points and is included in the same category as the lab exams.

50 Points: lab instructor evaluation
1) Objective: clearly stated and well thought --------------1 - 10
2) Presentation: Organization, is it easy to understand? Is it grade appropriate?
   Is it interesting? Is the explanation clear?-------------------------------1 - 20
3) Activity: Is it well planned? Is it interesting
   and enjoyable?----------------------------------1 - 10
4) Evaluation: Are the evaluation tools appropriate? -------1 - 10

10 Points: Peer evaluation (by your classmates)
These evaluations will be averaged.
1) Presentation: was it clear and organized? ---------------------1 - 4
2) Activity: was it interesting and enjoyable?------------------1 - 3
3) Did the activity fit the objective?---------------------------1 - 3

TASK PRESENTATION NOTEBOOK:
All students will keep a loose leaf notebook of the TASK presentation handouts. The following items should be kept in the notebook:
1) TASK handout for each presentation
2) Any notes you may have taken on that particular presentation.
3) Additional handouts given for certain presentations.

The TASK notebook will be graded and is worth 20 points. The notebooks will be graded on the final class day of the semester and returned to each student. Students will leave the T100 lab with a notebook full of life science activities that can be used in the elementary classroom.

All students are expected to attend ALL class sessions of student presentations
Biology T100
Laboratory Manual

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McGraw-Hill Primis
Custom Publishing

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