



# Lab Business from the Coordinator

**Take note of the information given in  
the next few pages...they could  
save you a great deal of stress and  
even save your grade!**



# Pay Attention!

## During lectures:

- **No talking please**

- unless the professor is asking for a response.

- **No food or drink.**

- **No cell phones**

- turn them all to silent or vibrate mode.



# Do You Know Your Section #?

- **Knowing it and stating it accurately on the following documents is crucial:**

Weekly lecture exams, weekly lab quizzes, practical exams and all final papers.

- **Failure to do so could result in a grade penalty.**



# Label **ALL** of Your Belongings

- **Put your name & section # on your:**

Lab manual

Lab note book

Text book


Dissection kit

- **Unmarked = not returned!!**

# Lab

- **Be one time!**
- **Be prepared** – bring your books, supplies and make sure you have read over the recommended reading.
- **There are no make-up lab quizzes.**

If you are late, regardless of the reason, you risk missing some, if not all, of the quiz questions. You must attend the rest of the lab in your regular section.

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- **If you miss the quiz entirely** you **CANNOT** take just the quiz in another section.....
  - **If you miss the entire lab, see Mrs. Hancock with documentation ASAP.**

You may or may not be able to make it up.  
The missed quiz will be the dropped quiz by default.  
A second missed quiz will become a zero grade.

# Clean up

- **Take ALL of your belongings**  
with you at the end of each lab!
- **Lost & Found**
  - The prep room KIN 1070
- **Microscopes**
  - Turn down, switch off , THEN unplug





- **Keep the lab clean.**
- **Trash** unwanted dissections....& wash the tray.
- **Wash & dry** any hand-made slides and cover-slips AND put them away.



# Use the Lab Web Site!

[//bio.fsu.edu/~bsc2011/](http://bio.fsu.edu/~bsc2011/)

- **Location of course documents  
(Lecture & Lab)**

Figures to know

Cladograms

Images

- **Posted information**

= help-line, NOT a replacement to coming to lab.



# Need Lab Help?

- **Feeling overwhelmed or don't understand something in lab???**

.....See your TA

- **If your TA is not around,**

.....see another TA

.....or see Mrs. Hancock.

## Team Contacts & Office Hours

Name	Office Locations	Office Hours Info	Tel. Contact #	e-mail address
Dr. Trisha Spears <b>INSTRUCTOR</b>	KIN 3021	<b>KIN 3021</b> T,R 4-6pm	644-1847 (O)	<a href="mailto:spears@bio.fsu.edu">spears@bio.fsu.edu</a>
Dr. Kevin Dixon <b>LAB DIRECTOR</b>	KIN 3020	<b>By Appt.</b>	645-8813 (O)	<a href="mailto:dixon@bio.fsu.edu">dixon@bio.fsu.edu</a>
Jean Hancock <b>LAB COORDINATOR</b>	KIN 1055	<b>KIN 1055</b> M-F 8am-5pm	644-9839 (O)	<a href="mailto:hancock@bio.fsu.edu">hancock@bio.fsu.edu</a>
Jordan Sirosky <b>LAB ASSISTANT</b>	KIN 1064	<b>N/A</b>	645-7888 (O)	<a href="mailto:jjsirosky@hotmail.com">jjsirosky@hotmail.com</a>
Tim Swain <b>HONCHO</b>	KIN 4079	<b>N/A</b>	645-8577 (O)	<a href="mailto:swain@bio.fsu.edu">swain@bio.fsu.edu</a>
Allison Mordas	KIN 4004	<b>M 10am-12n</b>	644-6214 (L)	<a href="mailto:amordas@bio.fsu.edu">amordas@bio.fsu.edu</a>
Lisa Hollensead	KIN 3022	<b>W 1-3pm</b>	644-2678 (O)	<a href="mailto:lisadho@bio.fsu.edu">lisadho@bio.fsu.edu</a>
Stephanie Martin	KIN 4023	<b>M 10am-12n</b>	644-8575 (O)	<a href="mailto:smartin@bio.fsu.edu">smartin@bio.fsu.edu</a>
Paul Gignac	KIN 4004	<b>M 10am-12n</b>	644-6214 (O)	<a href="mailto:pgignac@bio.fsu.edu">pgignac@bio.fsu.edu</a>
Kenny Wray	KIN 4004	<b>W 10am-12n</b>	644-6214 (O)	<a href="mailto:kwray@bio.fsu.edu">kwray@bio.fsu.edu</a>
Neil Aschliman	KIN 4004	<b>M 10am-12n</b>	644-6214 (O)	<a href="mailto:naschliman@bio.fsu.edu">naschliman@bio.fsu.edu</a>

# Lecture Info.

- **Attendance is recommended but not mandatory.** Only fools choose to be absent – miss the material and fail the class!
- **No cell phone use** -  
off, silent or vibrate mode.
- **Students disturbing the class**  
will be asked to leave.





# Lecture Help

- **Need help with lecture material?**  
See your TA.
- **If you can't find your TA,**  
any of the other TAs will help you.
- **If they cannot help you,** contact Dr. Spears.



# Respect

- You must be respectful of the Instructor, Director, Coordinator and your TAs at all times.
- We try to be friendly and courteous, but any students failing to do as they are told after an initial warning will be treated as a disruptive student and punished accordingly.

# Communicating

- **Use a suitable (FSU) e-mail address**

.....Many of your messages are kept as part of the academic record. Messages from a 'sweetkisses', 'hotchick' etc. are hard to take seriously or can be filtered out.

- **Identify** your last name, the course & section in the subject line of any e-mail you send us. Many professors and coordinators deal with more than one course.

- **State your Q** or issue, briefly and politely... If your issue is of a sensitive nature, see the instructor or coordinator in person.

# Special Needs Students

- **Please identify yourself** to the coordinator by e-mail/in person within the first four weeks of the semester.
- **Your privacy** will be maintained at all costs.
- **All such students should be registered** through the Student Disabilities Center and need to bring their paperwork to the coordinator at the beginning of the semester.



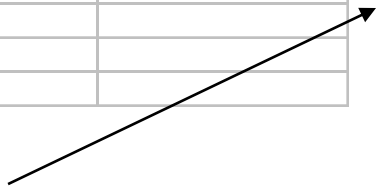
# Get Organized NOW!

- **The best way to learn all of this material is to get organized.**
- **Create a chart.** Word or Excel work equally well for this purpose.
- **The course (every exam) is cumulative** so it is imperative the you keep up with the material.

# For Example....

Phylum/Subphylum	Platyhelminthes			
Class/Order		Turbellaria	Trematoda	Cestoda
Habitat/life cycle		Free-living	Endoparasitic	Endoparasitic
Body Organization	Organ grade Acoelomate	Organ	Organ	Organ
Symmetry	Bilateral			
Other		Acoelomate	Acoelomate	Acoelomate
Support/Skeleton	Hydrostatic	Mesoderm = mesenchyme		
Movement/Locomotion	Triploblastic	Rhabdites		
Nervous System	Cephalization (senses in anterior)			
Feeding/Digestion	Blind Sac Gut			
Excretion	Protonephridia (frist basis of a kidney)			
Osmoregulation				
Circulation	Diffusion			
Gas Exchange/Respiration				
Reproduction/Life History			Many hosts	
Development/Growth	Hermaphroditic			

And now we add in a 4<sup>th</sup> column  
Class Monogenea!!



# Suggested Criteria for Phyla Comparisons

Taxon level: Phylum, Subphylum, Class, (Order only for Insects)

Habitat / Life style

Support / Skeleton

Movement / Locomotion

Sensory / Nervous System

Feeding / Digestion

Excretion / Osmoregulation

Transport / Circulation

Gas Exchange / Respiration

Life History / Reproduction Development

Lab Organisms

Dissected / Unusual cases

Other Features Distinguishing Facts etc.

# Guidelines.....

- **The first three quizzes** are a good guideline as to your performance and should be used to help you determine if you need to step up the pace.
- **Stay in touch with your TA**, see them in office hours.... Show some interest before you begin to flunk!

# Weekly Lab Quiz Rules

- **If you are late** –It is your TA's decision to:
  - A Let you in for a partial quiz. (No extra time is to finish.) or
  - B Refuse you entry until quiz is over.

Regardless, still do the lab in your regular section.
- **There are no make-up quizzes.**
- **The harder the quiz**, the better your grade on the practicals will be, so appreciate your TA's efforts!
- **Follow the rules** = practice for the real thing.

# Sign-Up Sheets

- **All sign-up sheets** will be posted early on the Thursday morning the week before the exams. They will be posted on the door of KIN 1070 (prep room).
- **Sign up for 1 review and 1 exam session.** Write in ink.
- **Maximum capacity per session** will be posted. This varies each semester according to enrollment. (Usually ~ 24/25)  
Exceptions? – See the Coordinator.
- **Registered DSS students** must sign up for the last session only.


# Lab Review Rules!

- **Sessions are for 1 hour and 15 minutes each.**
- **Roll will be called.** If you are late – make sure you are marked down as present.
- **Come and go as you need.**
- **You cannot stay beyond the time limit for your session.**

# Practical Exam Rules

- **Fold paper to hide your responses**
- **Don't touch the specimens**
- **Microscopes alter only the ocular distance**
- **Q's? - Raise your hand**



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- **Spelling is important (3,2,1) letter rules**
  - **Read the question carefully** (Give letter, class...)
  - **Don't violate the Academic Honor Policy!** Any student not obeying the rules of the exam or just acting suspiciously will be considered to have violated the FSU Academic Honor Policy and treated accordingly.

# Violating the Policies on **ANY** aspect of this course

- Any student caught - or suspected of doing so, will be treated according to the rules of the Academic Honor Policy.
- Take this warning seriously!





# Extra Info.

- **Exam Returns.** The teaching team always tries very hard to grade exams and to return them to you as quickly as possible. The timeframe will be posted on the lab prep room door (KIN 1070).
- **Students will keep their mid term papers** (returned to them in their lab sections) but the department keeps ALL final papers.
- **Re-grade requests.** You have until the week after receiving your midterm exam to turn in a request for a re-grade. This must be in writing and addressed to the appropriate party: professor (lecture) or the coordinator (lab).

# Sometimes.....

- **Grade shock** hits many of you after the mid-terms. For those of you who get As and Bs this may be your first C.
- **Help Sessions.** If there is an interest, the coordinator will give Friday afternoon helps sessions, but, due to time and space constraints it would be limited.....
- **Stay in touch with your TA**, see them in office hours.... Show some interest before you begin to flunk!

# Paperwork

- **Collect all of your weekly lecture and lab quizzes** back from your TA.
- **Take them to keep or to trash!**