

INSTRUCTOR: Dr. Lani Lyman-Henley
email: Lani.Lyman-Henley@TAMUC.edu
Office: STC 237 (McFarland Science Building)
Course Website: at MyLeo Online (D2L)

Cell phone: 972-571-1042 **
Office Phone: 903-886-5372
Home Phone: 972-722-1568*
Dept. FAX: 903-886-5988

Office Hours: MWF 12-1; TR 11-12; appointments as needed

Message via email, text, & MyLeo Online anytime (usual response within 24 hrs.)

*Note on phone calls: Please leave a message with your name, number, and basic reason for calling; my husband and I are both “Dr. Henley,” and both get a lot of correspondence on various topics, and I don’t answer OR call back mystery numbers.

** Cell phone does text messaging as well (others do not). Again, *please identify yourself*

REQUIRED TEXT:

Biology of the Invertebrates, 7th Ed. Pechenik. 2014. ISBN: 978-0073524184

The text may be available in paperback or ebook form. I'm ok with students purchasing ebooks or renting to reduce expense. Do note that it is strongly recommended that you use the current editions of the text as listed, but this one does retain the same basic organization as the last edition.

COURSE DESCRIPTION: “A study of advanced contemporary knowledge in invertebrate zoology.”

COURSE FORMAT: This is a “web-based” course- that is, you don’t actually attend a lecture class. Instead, you do all your work via our **MyLeo Online** site (“D2L”)- enter through your MyLeo page. Check the website frequently (I’d recommend daily!) for announcements, instructions, and discussion; the closest thing to a lecture or office hours you’ll get from me will be in the course discussion boards or via email. Try everything out early so you know that you can access it all, and refer to specifics regarding the software (included below). Be sure to turn in work using appropriate file formats (doc, pdf, rtf, etc.- and NOT zip files!); if I can’t open or read your work it cannot be graded and will be given a 0 score. If you have difficulty with the material, talk to me *as soon as you can* for advice on how best to improve.

STUDENT LEARNING OUTCOMES:

- Students will be familiar with what the study of invertebrate zoology entails.
- Students will demonstrate knowledge of the evolution of invertebrate diversity.
- Students will demonstrate knowledge about the current organization of invertebrate classification.
- Students will demonstrate knowledge about the importance of invertebrates in ecology and to humans globally.
- Students will be able to find and interpret scientific literature pertaining to the subject matter, and communicate in various written presentation formats

ATTENDANCE: Being an online course, attendance is measured by demonstrated time at the website. This is measured in two main ways- time spent actually logged into the site (yes, I can see that information), and participation in activities demonstrating you are engaged and participating. Minimum allowable attendance should reflect at least weekly logins- more appropriate and beneficial interaction will be rewarded in your grade (see below).

MATERIAL AND GRADING: This course is partially self-paced: there are periods in which you need to complete given portions of the work, but you can schedule your specific work times as pleases you- and don't forget the website is still active at night, on holidays and weekends! The material for this class will be organized around content blocks. Please see the Topic folders in the Discussion Forums for guidance through specific materials. Each section will have a Commentary devoted to guiding you through the material to study- read that first, then work any assignments given as you study the material. Some of your work will be in the form of posting commentaries of your own to the Discussion boards, and responding to the postings of other students.

The bulk of the work will be papers and "take-home" style tests (all of which will be detailed in separate handouts/postings), and discussion of your readings of the assigned materials (as mentioned above). There will be 3 "take-home" style exams- one over Part 1, a second emphasizing Part 2, and the final covering Part 3 and review of previous concepts. **There are NO drop grades for exams**, so take each exam seriously! Another aspect of the course that I'll introduce after about a week will be the written projects, exercises, and/or papers. You will be required to complete a minimum number of these items. The nature of some of these exercises/assignments will be structured based on the student group in the class (for example, some in-person lab or field exercises may be offered if enough students could meet on campus for them).

Grades will be computed based on a "10-point scale" such that a total of 90% or higher of possible points will result in a grade of A, between 80% and 89.9% a B, and so on. If your total is lower than 60% of the class points you will fail the class (yes, that's an F). The points are planned to be as follows:

3 exams (100 pts. each)	300
2 writing assignments	200
Short Exercises	100
Participation, etc.	<u>100</u>
<i>Total course points</i>	<i>700</i>

With a 700 point total, minimum scores for each letter grade would be 630 (A), 560 (B), 490 (C), and 420 (D). Any changes will be announced in class- this is a maximum workload, some items may be reduced, but the total will not exceed this outline.

Late or Make-Up Work: Since there are no actual class meetings or sit-down exam periods, there really isn't any use for "make-up" work. All work will have a deadline posted; assignments MAY be accepted late, but will be penalized heavily on an increasing scale (the later it is, the more points it loses). Please contact me immediately if you are "absent" long enough to miss any due dates, but in general I strongly recommend planning ahead to avoid such problems. Obtain a calendar or planner for the semester, and USE IT. Extreme circumstances will always be taken into consideration- TALK TO ME before you assume anything.

STARTING NOTES: Oddly enough, we are going basically in the order the main text is organized in, so you can start at the beginning! Please DO read the Preface of the text before starting the chapters. Be sure to explore the class site at D2L...I'm rebuilding the site in the new D2L system using a shell constructed for an earlier semester of this class, so pay attention to the first line, noting if this page is updated yet. Use the first couple of days to get your "e-feet"- learn to navigate the site, and jump right in with the first discussions of the early chapters as directed. If you find any of the underlying biological concepts unfamiliar, please let me know promptly so I can help you get up to speed.

Do remember that this is a GRADUATE level course, and therefore you will be expected to show appropriate levels of effort. You will be responsible for textbook readings, plus assorted outside readings as assigned (again, visit D2L frequently for guidance), you will be expected to take part in discussions in a mature and in-depth manner, to write in a clear and professional voice, and you should not need excessive amounts of instructor “hand-holding.”

A BIT ON ORGANIZATION: We’ll start right in with the first section of the text while folks get used to the structure of the course. I’m including the last chapter of the text (Ch. 24) near the beginning of the course, as it goes along with Ch. 1 & 2 in being general biological principles- you may need to look ahead for a few terms, but I think you’ll find the discussion helpful in understanding aspects of the varying groups as we get to them later. Be sure to read the materials posted at D2L under the first block of material, so you learn how to find assignments, post your work, and other such skills.

You’ll see the text is organized at D2L into 8 “Blocks” of material that goes well together. By the end of the second week you should have started Block 2, and thus begun going through the Chapters dealing with the phylogenetic groups of invertebrates. Some chapters may take less time to complete than others- my basic recommendation is to plan to take a bit less than 2 weeks per Block (I do have a recommended pace posted below). Don’t panic about every detail - be able to recognize important themes and concepts, and be able to focus in on specifics when needed (such as in discussion questions and written work).

Another aspect of the course that I’ll introduce after a few days will be the written projects, exercises, and/or papers. You will be required to complete a minimum number of these items. I do hope to offer some opportunities to engage in lab and/or field oriented activities that can be used towards this part of the class- but details will have to wait until I know how many folks are able to take advantage of such things. So, a little patience for the details, but I want you to know what to expect.

TENTATIVE SCHEDULE OF EVENTS*

PART 1: Weeks 1-5 (Jan. 14-Feb. 17) - BLOCKS 1-3

Ch. 1, 2, 24 Intro, Environments, Relationships & Reproduction (yes, in this order)

Ch. 3, 4 Protists, Poriferans & Placozoans,

Ch. 5, 6, 7 Hydrostatics, Cnidarians, & Ctenophores

Exam 1

PART 2: Weeks 6 – 11 (Feb. 18-Mar. 31) – Blocks 4-6 (Spring Break Mar. 18-24)

Ch. 8-11 Platyhelminths, Mesozoans, Gnathifera & Nemertines

Ch. 12-13 Molluscs & Annelids

Ch. 14-15 Arthropods, Tardigrades & Onychophorans,

Exam 2

PART 3: Weeks 12-16 (Apr. 1– May 3 [last day of class]) – Blocks 7 & 8

CH. 16-19 Nematodes & likely relatives, Oddballs & Lophophorates

CH. 20-23 Echinoderms, Hemichordates, Xenoturbellids & invertebrate Chordates

Exam 3 (Finals Period)

*This schedule is a general outline for your reference and is subject to change. Note that only the main textbook chapters have been listed; additional readings may be required (check website for specifics). Any changes will be announced in class (at the course website); you will be responsible for keeping up with them. *Note* that precise times of topics and reading assignments will be updated regularly at the D2L page- you are responsible for keeping up with them.

RESOURCES:

Hopefully you no longer need the types of services provided by the **Academic Success Center** services, which include tutoring and workshops (including such topics as “Managing Test Anxiety”), but here’s the link:

<http://www.tamuc.edu/CampusLife/CampusServices/AcademicSuccessCenter/default.aspx> .

Those of you who are GAT’s may want to point your own students this way!

And of course the Academic Calendar, which does include information regarding University holidays, deadlines to add, drop, withdraw, and other such activities. This page also includes the link to each semester’s Final Exam schedule (which may also be useful for your other courses): <http://www.tamuc.edu/admissions/registrar/academicCalendars/>

As many of you are (or plan to be) teachers and academics, you may find the following discussion about plagiarism interesting and/or helpful: <http://wpacouncil.org/node/9>

OTHER NOTES (INCLUDING OFFICIAL UNIVERSITY STATEMENTS/AKA: THE FINE PRINT)

It is the responsibility of the student to inform me of any problems you may have affecting your performance in class, be it due to professionally diagnosed disability, personal or work-related problems, or anything else that comes up, so that appropriate adjustments can be made.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#). <http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

“**Plagiarism** is a criminal activity. You must cite all sources of information. Unreferenced copying of material, whether parts of sentences, whole sentences, paragraphs or entire articles, will result in a score of zero for your essay and can result in further disciplinary action.” Note that this is true throughout the University and we do have plagiarism-detecting software in place. Of special note in an online environment- “cut and paste” from websites without appropriate citation IS plagiarism, yet putting everything in quotation marks is not an acceptable alternative. You must learn to construct your own sentences with information you find (and changing a couple of words in a sentence or reordering sentences in a paragraph are not enough). If you have any questions about what is considered plagiarism or wish advice on avoiding it, please contact your instructor.

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this

legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

FINAL NOTE:

I make efforts to conserve resources (and cost) in providing materials for class. All materials provided in class are to be found at the D2L website. I will not provide hard-copy handouts of anything that you can access there- you may print what you need, when you need it; or just download a copy to have handy. Clearly computer access is assumed of all students. If you do not have one of your own (or your online access is limited), there are computer labs available all around campus- Gee Library most notably, and more locally Science building room 210. There are even kiosks for checking out a laptop. You may need to provide your own paper for printing, or pay a charge. Also, places like Staples and OfficeDepot will print materials for a reasonable fee if you bring your flash-drive. Last bit of advice: **Get a Calendar. Learn how to use it.** ☺