Biology 397
Biology Lab Instructor: General Biology
Course Syllabus – Fall 2019
Monday, 6:30 – 7:20 PM

Instructor:
Dr. Harold Hoops, ISC- 353
Telephone: (585) 245-5378
Office Hours: M 8:30-9:30, T: 3:00-4:00, W 4:00-5:00, R 9:30-10:30, & F 8:30-9:30, or by appointment.
E-mail: hoops@geneseo.edu

Course description:
Students enrolled in Biology 397, Biology Lab Instruction, will serve as the Undergraduate Laboratory Instructor (ULI) for one section of Biology 106, Contemporary Biology Laboratory. ULIs will take part in weekly instructional activities. Weekly class meetings (Monday, 6:30 PM) will emphasize preparation for lab and discussion of topical instructional strategies. In addition to teaching one lab section, Biol 397 students will be responsible for grading student assignments, maintaining a class gradebook, and holding a regularly scheduled office hour to provide additional assistance for students.

Class Meeting Times and Requirements:
It is expected that all student will attend a laboratory preparation meeting every week during the semester for which labs are in session. Additionally, Biol 397 students are expected to attend all class meeting of Biol 116 for which they have been assigned as Instructor, as well as one weekly office hour.

Text and materials:
Material will be available form Canvas or given to you during our weekly meeting.

Evaluation:

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<tbody>
<tr>
<td>1</td>
<td>Class participation (Monday night lab &amp; seminar meetings)</td>
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<tr>
<td></td>
<td>20%</td>
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<tr>
<td>2</td>
<td>Daily responsibilities (Grading, maintaining gradebooks, holding</td>
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<td></td>
<td>office hours, etc.)</td>
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<td></td>
<td>20%</td>
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<tr>
<td>3</td>
<td>Assessment of teaching quality</td>
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<td></td>
<td>40%</td>
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<tr>
<td>4</td>
<td>Review of lab and quiz</td>
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1. **Class participation** will be assessed by direct observation during the ULI meetings, and by short writing assignments done either in class or outside of class.

2. **Daily Responsibilities.** ULIs are responsible for grading lab reports and lab quizzes in a timely manner and maintaining an updated gradebook. ULIs must hold
a weekly office hour to help students with questions. Furthermore, ULIs must be accessible via email throughout the semester to address student questions. Assessment for this category will be made by monitoring online gradebooks and discussing grading and office hour issues.

3. **Assessment of teaching.** You teaching quality will be assessed by observation of the coordinator, by taking to your students, and by the student evaluations given at the end of the semester. You are expected to be on time for your teaching and office hours responsibilities, to assess and evaluate your students fairly at all times, and to consider the suggestions and comments of the teaching team in the management of your classroom, and the presentation of important material to your students.

4. You will be asked to evaluate at least one laboratory write-up and one quiz. For each, you will evaluate both the pedagogy and writing and prepare a marked-up copy for the instructor. The goal is to learn to evaluate written labs and to continuously improve the laboratory exercises.

**Grading scheme:**
In order to receive an A, you must: (1) attend and participate enthusiastically in Monday night class meetings, (2) be consistently punctual and well-prepared for lab as well as class meetings, (3) turn in excellent assignments on time, (4) show evidence of reflective teaching practice, including efforts to improve based on your reflection and feedback from others, (5) show evidence of careful, fair and prompt assessment of students, (6) keep accurate records, maintain appropriate security and confidentiality, and provide readable summaries of grades to faculty supervisor or course coordinator when required, (6) maintain good communication with students throughout lab including initiating conversations with students, (7) work well with your faculty supervisor and lab assistant. You will receive a B if there are serious problems with one category or lesser problems in two categories. If you exhibit serious problems in two categories or minor problems across several categories you will receive a C. If you have serious problems in more than 2 categories, you will receive a D. If you are seriously negligent, or if you have problems in 3 or more categories you will fail.

**Schedule of topics:**
See the Biology 106 syllabus for additional information about the schedule of laboratories in Biology 106. That schedule will govern our Monday night meetings.

**Course Goals:**
This course has two major main objectives; the primary objective is to teach the Biol 106 curriculum to one section of Biol 106 via direct instruction, weekly office hours, and graded assignments, the second is to develop an understanding of leadership, teamwork, and management experience that will transferable to your future goals in Geneseo and after college.
Learning Outcomes for Biol397:
Upon completion of this course, through the evaluation methods described above, students will:

1. Develop the skills needed to teach one section of Biol 106.
2. Understand the learning objectives of the Biology Lab course they teach.
3. Demonstrate a commitment to providing the best learning opportunities for their students.

Accommodations:
SUNY Geneseo will make reasonable accommodations for persons with documented physical, emotional, or cognitive disabilities. Accommodations will be made for medical conditions related to pregnancy or parenting. Students should contact the Office of Disability Services and their faculty to discuss needed accommodations as early as possible in the semester.