



LAB SYLLABUS  
ENY 3005L (1 credit)  
Room 2218  
Entomology & Nematology Department  
University of Florida



**TA Supervisor: Erika Machtiner**

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Office: 3216 Entomology and Nematology  
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**Course Supervisor: Dr. Christine Miller**

e-mail: [cymiller@ufl.edu](mailto:cymiller@ufl.edu)

Office: 1101 Entomology and Nematology  
Steinmetz Hall, Natural Area Drive

**Course Sections and Teaching Assistants**

TA	Section Time	Section Assignment	Section Time	Email
Erika Machtiner	Mon 5-6	09C1 & 16C1	11:45-1:40	<a href="mailto:irishtangerine@ufl.edu">irishtangerine@ufl.edu</a>
Dale Halbritter	Mon 7-8	73-5 & 16ED	1:55-3:50	<a href="mailto:dhalb001@ufl.edu">dhalb001@ufl.edu</a>
Yao Xu (Julianna)	Tues 4-5	2883 & 16C5	10:40-12:35	<a href="mailto:bigantbri@ufl.edu">bigantbri@ufl.edu</a>
Chris Johns	Tues 6-7	2286 & 1158	12:50-2:45	<a href="mailto:philamer@ufl.edu">philamer@ufl.edu</a>
Denise Tan	Wed 3-4	7101 & 16D6	9:35-11:30	<a href="mailto:denisetsh@ufl.edu">denisetsh@ufl.edu</a>
Chris Crockett	Thurs 4-5	2897 & 116A	10:40-12:35	<a href="mailto:crockettcd@ufl.edu">crockettcd@ufl.edu</a>
Matt Moore	Thurs 5-7	7772 & 0241	12:50-2:45	<a href="mailto:Mrmoore19@ufl.edu">Mrmoore19@ufl.edu</a>

**Course Website:** <http://lsnt.ufl.edu/>

**Laboratory Textbook:** There is no required text. Required readings can be found in the laboratory packets on the resources tab of Sakai. Students are required to read the associated laboratory packet before

**Office Hours:** The office hours of each individual TA will be announced the first week of class. Students are welcome to email individual TA's at their convenience. All the TA's of this course have a goal of prompt responses, typically within 24 hours. In addition, each TA holds two "open labs" in the laboratory room where students from any lab section can come and ask questions, use microscopes, study, or curate their insects. Please refer to the lab schedule posted under the syllabus tab in Sakai.

**Class Description:** The labs associated with ENY 3005 are designed to provide practical experience working with insects. You will learn how to use some basic, essential laboratory equipment. You will dissect insects to see their external and internal morphology and structure. You will conduct a laboratory experiment and make an insect collection. These activities are designed to support what you learn in lecture. Some of you are in the lecture course for 3005, and some of you are in the web course. **Understand that the laboratory sequence will NOT track precisely with the lecture or web sequence. The laboratory exercises should be viewed as supplemental to lecture material.**

**Overall Course Objectives:**

1. Understand the insect orders, the importance of the insects within these orders, and be able to sight ID insects to the appropriate order.
2. Understand basic insect anatomy (internal and external) and how the insect's anatomy affects its behavior.
3. Be able to assemble an insect collection and write a scientific lab report.

## Course Policies

*Please thoroughly read and understand the following. These lab rules will be enforced rigidly, so take them seriously!*

**Attendance:** ***There are NO make-up labs.*** You must attend your assigned section of the lab to receive participation points for that week. **Absences will result in a zero!** To make up missed attendance points, you must do the extra credit assignment worth 15 points or the equivalent of three days of participation. More than three absences during a semester will result in a lower participation grade. **Note:** To accommodate the time constraints of a two-hour lab, we must insist that you be on time for the start of lab. You will lose participation points for tardiness.

**Late Work:** **All graded assignments are due at the beginning of class,** turned in either via Sakai or in class as stated by your TA . Any turned in material after the beginning of class or after will automatically be docked 15% per day it is late. If you have not made prior arrangements with Dr. Miller and your lab TA or do not have a valid medical note, there will be no exceptions to this 15% reduction.

**If you arrive late to the lab practical, you will receive a zero** and will not be permitted to take the lab practical.

**If work is submitted through Sakai for grading and you do not receive a confirmation email from Sakai it has been uploaded, assume it has not been sent. This email confirmation will be required when appealing work designated as late. If you are having problems with Sakai, assignments can be sent to your lab TA via his/her email. Your TA can work with you to resolve Sakai issues.**

### **Absences and Make Up Work**

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

**Collecting Equipment:** Each student will be issued insect collecting and curation equipment in lab. Collections will NOT be graded unless 100% of the student's collecting equipment is returned at the time designated on the schedule or by the class TA. You will receive a Ø on your final collection and a minimum two letter grade reduction in your lab grade if you do not turn in your equipment. **There will be no acceptable excuses for not following this policy.**

**Disability Status:** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Students with UF disability status are requested to speak with Erika Machtlinger or Dr. Christine Miller by the end of the second week of classes so that accommodations can be made.

**Field Trips/Collecting Trips:** Entomological research often takes place in the field. Therefore, we will go on field trips and collecting trips. These trips may be within walking distance, require you to ride the UF bus system, or ride in department vans. Personal vehicles are not appropriate transportation for field trips. Closed-toed shoes are required for all trips except for the aquatic lab, for which students may prefer to wear water shoes. Attendance is mandatory.

## Course Assignments

**Practical Exams:** One practical will require students to know the material from class as well as the material listed in the packets. The practical will consist mainly of insect identification, collection and curation techniques, internal and external morphology and concepts from applied entomology labs and activities. **If you are late to the practical, you will receive a ZERO!** The laboratory practical exam will be a series of stations with two questions at each station. Each student will rotate through each station with a 1 ½ minute time limit at each. Microscopes will be used for parts of the lab practical.

**Lab Reports:** A lab report will be required based off an experiment conducted in one of the labs. Lab reports will be written in a scientific manner and will require students to cite primary source journal articles as references. The lab report must be turned into Sakai as a .doc or .docx file, no exceptions. There is a computer lab in the entomology building if you need to locate a computer with Microsoft word. **Laboratory packets and websites are not appropriate citations for this a report.** Be advised that no amount of plagiarism will be tolerated on this assignment. It is the student's responsibility to read and understand the policy at the University of Florida on Plagiarism, including self-plagiarism. The lab report will contain the following sections: Title, Introduction, Materials/Methods, Results, Discussion, and References. The lab report will be submitted as a first draft and a final draft. For more detailed instructions, please refer to the Lab Report Guidelines.

### Plagiarism

The UF Science and Engineering policy about plagiarism is located at <http://www.fluid.ufl.edu/msl/07b/students.html>. The student is expected to understand this policy. Please let us know in advance of turning in your assignments if you have any questions.

Plagiarism will not be tolerated in this course. This includes self-plagiarism ("borrowing from previous work you have completed"), copying from internet sources word-for-word or not giving a citation, and copying from other students. Lab reports will be checked for plagiarism using Turn it in® software. We strictly enforce this policy and will take disciplinary action if students submit material that is found to be plagiarized.

**Insect Collections:** This course requires the student to assemble a professional insect collection in which students ID insects to Order. The students will be required properly pin and label the insects with both a locality and identification label. Students will be required to turn in a small mini collection and a final collection. For more information regarding the insect collection, please refer to the website link.

**Please be aware that collecting is illegal in State Parks unless a research permit has been issued. Collecting is permitted in National forests (i.e., Ocala National Forest) without a permit.**

**Quizzes:** There will be 9 provided via Sakai. Quizzes are worth 10 points and will have questions about the previously covered material and material from the lab packet for the lab of the day.

**Entomology Discussion:** An opportunity for extra credit (20 pts) will be available in the form of a 1- to 2-page discussion paper will be prior to the Topics in Entomology laboratory. The lab report must be turned into Sakai as a .doc or .docx file, no exceptions. There is a computer lab in the entomology building if you need

to locate a computer with Microsoft word. High level thinking and writing is expected and required. Please see the discussion guidelines for additional information.

**Grading:** TA's are not permitted to send grades over email under any circumstances! Besides the grades below, each student will have an opportunity to conduct an extra credit discussion paper that is worth 20 points and participate in night collecting, when available.

### Grades and Grade Points

For information on current UF policies for assigning grade points, see

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Laboratory Quizzes	90 Points	Laboratory Report Re-write	100 Points
Laboratory Practical	100 Points	Insect Mini Collection	50 Points
Laboratory Report Exercises	50 Points	Insect Collection	100 Points
Laboratory Report	50 Points	Attendance & Participation	60 Points

Total points: 600

#### Grade Scale

A	93%-100%	C	73%-75.99%
A-	90%-92.99%	C-	70%-72.99%
B+	86%-89.99%	D+	67%-69.99%
B	82%-85.99%	D	63%-65.99%
B-	80%-82.99%	D-	60%-62.99%
C+	76%-79.99%	E	<59.9%

### Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

**YOU WILL BE HELD TO THIS PLEDGE ON ALL EXAMINATIONS AND SUBMITTED WORK IN ENY 3005L/5006L.**

Examples of violations of the Academic Honesty Guidelines:

Cheating      Plagiarism      Bribery      Misrepresentation      Conspiracy  
Fabrication

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams).

Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be

reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

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### **Online Course Evaluation Process**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

### **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

*University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)*

Counseling Services  
Groups and Workshops  
Outreach and Consultation  
Self-Help Library  
Wellness Coaching

*Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*

### **Services for Students with Disabilities**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of

Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

Sample Syllabus Only

## Spring 2014 Lab Schedule and Assignment Due Dates

Week	Lab Topic	Collecting/ Field Trip	Assignment/Practical/ Collection
1 Week of 1/6	Lab Policy Collection and Curation	Natural Area Teaching Lab	
2 Week of 1/13	External Morphology	TBD	Quiz
3 Week of 1/20		NO LABS	
4 Week of 1/27	Microscope use and Dichotomous Keys	TBD	Quiz Lab Report Exercises Due
5 Week of 2/3	Insect Orders and Classification	TBD	Quiz
6 Week of 2/10	Internal Anatomy & Physiology	TBD	Quiz Mini-Collection Due
7 Week of 2/17	Medical and Veterinary Entomology/Urban Entomology	TBD	Quiz
8 Week of 2/24	Topics in Entomology	TBD	Extra credit Discussion Paper Due
9 Week of 2/24	Integrated Pest Management	TBD	Quiz Lab Report Due
10 Week of 3/3	SPRING BREAK		
11 Week of 3/10	Aquatic Entomology Field	Santa Fe River	
12 Week of 3/17	Insect Ecology	NIGHT COLLECTING 3/19 730-930pm	Quiz Lab Report re-write Due
13 Week of 3/24	Social Insects	Honey Bee Research Lab	
14 Week of 3/31	Terrestrial Entomology Field Trip	Natural Area Teaching Lab	Quiz
15 Week of 4/7	Insect Conservation	FMNH	Quiz
16 Week of 4/14	Lab Practical		Final Collection Due Collection Equipment Return
17 Week of 4/21	Collection return day 4/24 From 9am-2pm		

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