

4. **Missed Components Of Term Work:**

In the event that a student misses the midterm or any course work due to illness, supporting documentation, such as a medical note or a statutory declaration will be required (see [Section M.1](#); for more information regarding the use of statutory declaration/medical notes, see [FAQ](#)). Absences must be reported within 48 hours.

The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in Section 3.6. It is the student's responsibility to familiarize themselves with these regulations. See also Section E.3 of the University Calendar.

5. **Scheduled Out-of-Class Activities:**

There are no scheduled out of class activities for this course.

6. **Course Materials:**

Required Textbook(s): Pough, F. H. and C. M. Janis, *Vertebrate Life, 10th edition*: Sinauer Associates .

Lab handouts are available on the course D2L site for each week.

7. **Examination Policy:**

No aids are allowed on tests or examinations.

Students should also read the Calendar, Section G, on Examinations.

8. **Approved Mandatory And Optional Course Supplemental Fees:**

There are no mandatory or optional course supplemental fees for this course.

9. **Writing Across the Curriculum Statement:**

For all components of the course, in any written work, the quality of the student's writing (language, spelling, grammar, presentation etc.) can be a factor in the evaluation of the work. See also Section E.2 of the University Calendar.

10. **Human & Living Organism Studies Statements:**

Students will not participate as subjects or researchers in human studies.

See also [Section E.5](#) of the University Calendar.

STUDIES IN THE BIOLOGICAL SCIENCES INVOLVE THE USE OF LIVING AND DEAD ORGANISMS. Students taking laboratory and field based courses in these disciplines can expect involvement with the experimentation on such materials. Students perform dissections on dead or preserved organisms in some courses. In particular courses, students experiment on living organisms, their tissues, cells or molecules. Sometimes field work requires students to collect a variety of living materials by many methods, including humane trapping.

All work on humans and other animals conforms to the Helsinki Declaration and to the regulations of the Canadian Council on Animal Care. The Department strives for the highest ethical standards consistent with stewardship of the environment for organisms whose use is not governed by statutory authority. Individuals contemplating taking courses or majoring in one of the fields of study offered by the Department of Biological Sciences should ensure that they have fully considered these issues before enrolling. Students are advised to discuss any concerns they might have with the Undergraduate Program Director of the Department.

Students are expected to be familiar with [Section SC.4.1](#) of the University Calendar.

11. **Reappraisal Of Grades:**

A student wishing a reappraisal, should first attempt to review the graded work with the Course Coordinator/ Instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

- a. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within 15 days of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a re-assessment of the work if, and only if, the student has sufficient academic grounds. See sections I.1 and I.2 of the University Calendar.
- b. **Final Exams:** The student shall submit the request to Enrolment Services. See Section I.3 of the University Calendar.

Requests for grade reappraisal must be submitted in writing with an explanation of the reason for the regrade request. Regrades are not limited to a single exam question and the entire examination/assignment may be regraded.

12. **Effective Communication among Students and Faculty:** Instructors are often overwhelmed with student emails (e.g. hundreds in a given day), especially when deadlines approach. However, the most fruitful relationship between students and instructors, and also among students, has been dialogical since ancient times. A dialogue implies communicating both ways. In addition, all can listen, learn and receive the same information – a matter of fairness. It is therefore advised that questions are asked in class, or in other spaces where all students are present (e.g. a lab, if possible), before sending emails. Instructors will also allow for questions and answers during class time. There are exceptions: depending on the subjects dealt with in specific sections, the instructors will indicate if quick questions will be best addressed by email or discussed by phone or in office hours.

13. Other Important Information For Students:

- a. **Mental Health:** The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 30, MacEwan Student Centre, Mental Health Services Website) and the Campus Mental Health Strategy website (Mental Health).
- b. **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see www.ucalgary.ca/wellnesscentre or call 403-210-9355.
- c. **Sexual Violence:** The University of Calgary is committed to fostering a safe, productive learning environment. The Sexual Violence Policy (<https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>) is a fundamental element in creating and sustaining a safer campus environment for all community members. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. The Sexual Violence Support Advocate, Carla Bertsch, can provide confidential support and information regarding sexual violence to all members of the university community. Carla can be reached by email (svsa@ucalgary.ca) or phone at [403-220-2208](tel:403-220-2208).
- d. **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under Section K. Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct may include: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor's permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor's approval; falsification/fabrication of experimental values in a report. **These are only examples.**

- e. **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- f. **Academic Accommodation Policy:** Students needing an accommodation because of a disability or medical condition should contact Student Accessibility Services in accordance with the procedure for accommodations for students with disabilities available at [procedure-for-accommodations-for-students-with-disabilities.pdf](#).

Students needing an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Associate Head, Undergraduate of the Department of Biological Sciences, Heather Addy by email addy@ucalgary.ca or phone 403 220-6979. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question. See [Section E.4](#) of the University Calendar.

- g. **Safewalk:** Campus Security will escort individuals day or night (See the [Campus Safewalk](#) website). Call [403-220-5333](tel:403-220-5333) for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- h. **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). Students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information, see [Legal Services](#) website.
- i. **Student Union Information:** VP Academic, Phone: 403-220-3911 Email: suvpaca@ucalgary.ca. SU Faculty Rep., Phone: 403-220-3913 Email: sciencerep@su.ucalgary.ca. Student Ombudsman, Email: suvpaca@ucalgary.ca.
- j. **Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.
- k. **Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction ([USRI](#)) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference - please participate in these surveys.
- l. **Copyright of Course Materials:** All course materials (including those posted on the course D2L site, a course website, or used in any teaching activity such as (but not limited to) examinations, quizzes, assignments, laboratory manuals, lecture slides or lecture materials and other course notes) are protected by law. These materials are for the sole use of students registered in this course and must not be redistributed. Sharing these materials with anyone else would be a breach of the terms and conditions governing student access to D2L, as well as a violation of the copyright in these materials, and may be pursued as a case of student academic or [non-academic misconduct](#), in addition to any other remedies available at law.

Zoology 403 - An Introduction to Vertebrate Zoology

Tentative Schedule

Note: This schedule is provisional, so some variation in timing & sequence of topics can be anticipated.

WEEK	DAY	LECTURE
1	06-Sep-19	Course introduction
2	09-Sep-19	Phylogenetics
	11-Sep-19	Jawless Fishes
	13-Sep-19	Cartilaginous Fishes 1
3	16-Sep-19	Cartilaginous Fishes 2
	18-Sep-19	Cartilaginous Fishes 3
	20-Sep-19	Ray-finned fishes 1
4	23-Sep-19	Ray-finned fishes 2
	25-Sep-19	Ray-finned fishes 3
	27-Sep-19	Lob-finned fishes
5	30-Sep-19	Tetrapoda and living on lab
	02-Oct-19	Amphibians 1
	04-Oct-19	Amphibians 2 (guest lecture)
6	07-Oct-19	Amphibians 3
	09-Oct-19	Amphibians 4
	11-Oct-19	Amphibians 5
7	14-Oct-19	THANKSGIVING, no lecture
	16-Oct-19	Mammals 1
	18-Oct-19	Midterm exam (in class)
8	21-Oct-19	Mammals 2
	23-Oct-19	Mammals 3
	25-Oct-19	Mammals 4
9	28-Oct-19	Mammals 5
	30-Oct-19	Mammals 6
	01-Nov-19	Turtles, lizards and snakes 1
10	04-Nov-19	Turtles, lizards and snakes 2
	06-Nov-19	Turtles, lizards and snakes 3
	08-Nov-19	Turtles, lizards and snakes 4
Reading Week		No Lectures

11	18-Nov-19	Turtles, lizards and snakes 5
	20-Nov-19	Turtles, lizards and snakes 6
	22-Nov-19	Crocodiles and birds 1
12	25-Nov-19	Crocodiles and birds 2
	27-Nov-19	Crocodiles and birds 3
	29-Nov-19	Crocodiles and birds 4
13	02-Dec-19	Crocodiles and birds 5
	04-Dec-19	Crocodiles and birds 6
	06-Dec-19	Overview

LABS

Month	Tues	Thur	Lab #	Topic
Sept	10	12	1	Fish Diversity
Sept	17	19	2	Fish Form & Function
Sept	24	26	3	Amphib Div
Oct	1	3	4	Amphib F&F
Oct	8	10	5	Mammal Div
Oct	15	17	6	Mammal F&F
Oct	22	24	7	Midterm lab exam
Oct	29	31	8	Lepidosaur Div
Nov	5	7	9	Lepidosaur F&F
Nov	12	14	Break	no lab
Nov	19	21	10	Archosaur Div
Nov	26	28	11	Archosaur F&F
Dec	3	5	12	Final lab exam

Lab photographic device policy: No photography will be permitted in the lab section of this course. If you violate this policy, your device will be confiscated until the end of the lab period. Repeated abuse may result in a charge of misconduct.

Course Learning Outcomes:

By the end of this course you will be expected to:

1. Contrast the features that distinguish vertebrates from other members of the Metazoa
2. Describe the major clades of vertebrates, their distribution, life history and evolutionary relationships
3. Explain the links between vertebrate metabolism and life history
4. Identify vertebrate specimens to major clade
5. Draw and describe vertebrate specimens using appropriate vocabulary and labels
6. Use a dichotomous key to identify vertebrate specimens to species for local fauna
7. Use calipers to take standard measurements of vertebrates