

**BIOL1220 COIL: Survey of Biology Lab
Fall 2011**

Course Name: Survey of Biology Lab
Credit hours: 1
Lab Hours: 3
Corequisite: BIOL1120

Instructor of Record: Mrs. Brenda Leady
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Course Description:

(Not for major credit) A series of laboratory exercises that supplement the material discussed in BIOL 1120.

Required:

Lab handouts will be supplied

Evaluation:

	#	pts each	total
Quizzes	12	5	50 (dropping 2 lowest quizzes)
Worksheets	13	10	130
Presentation	1	25	25
Lab Performance	2	5	10
			215 points

Academic dishonesty:

Academic dishonesty is a serious topic at the University of Toledo. The department policy on academic dishonesty is attached to the end of this syllabus.

Grading Scale:

A	94-100%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	60-66%
B-	80-82%	D-	57-59%
C+	77-79%	F	56% and below

Important Dates:

Last day to drop: August 5

Last day to withdraw: October 28

The grade of **Incomplete (IN)** is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. In order to receive and IN you must be passing the course and make arrangements with me to complete your work.

Safety

Biology labs vary in the types and degree of hazards. Your teaching assistant will point out any necessary precautions. If you have a medical condition that prevents participation in a lab, please notify the instructor or teaching assistant as soon as possible.

Lab Rules:

1. DO NOT ENTER THE LAB WITHOUT A TEACHING ASSISTANT PRESENT.
2. Correct attire is required for safety reasons. See dress code below.
3. No drinking, smoking, eating, gum/ tobacco chewing in lab.
4. Keep your lab bench clean and free of extra books, papers, coats, etc.
5. Clean your work area after use. Return equipment to proper location.
6. Follow directions for correct disposal of solutions and waste products.
7. Dispose of broken glass in the labeled glass disposal box.

Dress Code

Due to safety concerns, you are required to dress appropriately for EVERY lab session. Shoes must have closed toes. No sandals. No rollerblades or roller skates. Pants/ shorts/ skirts must come at least to the knee to provide adequate protection. Tops must have a sleeve. Tops must cover the shoulder and midriff area. **You will be asked to leave the lab if you wear inappropriate clothing.** This is treated as an unexcused absence.

Attendance Policy

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND THOROUGHLY

The lab attendance policy is based on the importance of participation in all lab sessions for the full class period. The TA takes lab attendance. A student will be given an F, regardless of point totals, upon the third missed lab period. Missed lab periods may consist of: failure to attend lab, failure to complete the lab, accumulated late arrivals, dismissal from lab for unacceptable behavior or inappropriate clothing. Students are held responsible for all material on the final.

Exceptions to the attendance policy are given only after consultation with the TA, lab coordinator or instructor. Medical emergencies accompanied by a doctor's note or a death in the family with proper documentation can be counted as excused absences. Note that documentation is required. In special cases, planned absences (including school activities and religious holidays) can be handled by consulting your TA before the absence for instructions. A total of 3 excused absences are allowed without specifically consulting with the Lab Coordinator.

It is the STUDENT'S responsibility to contact their TA, Lab Coordinator or instructor as soon as possible with any problems. Do not wait until the next session to inform the TA of your absence. Messages can be left at the TA's office number or the department office (419-530-2065) or with the Lab Coordinator (419-530-2181).

In the event that a student interferes with another student's learning experience through unsafe lab practices or disruptive behavior, the teaching assistant will give a verbal warning. If the action continues, the teaching assistant may dismiss the disruptive student. Dismissal from lab is treated as an unexcused absence.

Students are expected to arrive promptly to lab. Labs are designed to take the full time period. Students are expected to arrive BEFORE the lab period begins. Students arriving late to lab will receive a notice from the TA. Three accumulated lates during the semester counts as an unexcused absence. Students arriving more than 30 minutes late will be asked to attend another lab section later in the week (note the limit of 3 times for attending another section). If this is not possible, the lab will count as a missed lab. Lab will proceed as scheduled. Students are not to leave until dismissed by the TA. Leaving before the lab ends is treated the same as a late arrival. **There are no make up quizzes or labs.** Assignments are due at the beginning of the lab period. Late assignments drop 10% every 24 hours they are late.

Inclement Weather. There are 4 possible outcomes during inclement weather:

- 1) The University remains open
- 2) The University delays classes
- 3) The University maintains operations but cancels classes
- 4) The University closes entirely

The Office of Public Relations will relay a message to local radio and television stations if the university alters operations. You can also check the UT web site at www.utnews.utoledo.edu or call the hotline at (419) 530-SNOW for a recorded message.

To frame this information in terms of BIOL1220 labs...

1) The University remains open- All of you are expected to be in class on time. The University has made the decision that the conditions are not severe enough to close. Lab lectures and labs will be held as scheduled. Quizzes will be given as scheduled. Assignments are due as scheduled. Inclement weather will not be accepted as an excuse for not attending lecture or lab. Work turned in late will be treated as late work. If a student does not attend lab, work is not late if turned in less than 24 hours from the due date and time. If a lab is missed, a student can attend another lab section later in the same week with permission of the instructor of record, lab coordinator or TA. It is the student's responsibility to contact their TA as soon as possible if a lab is missed. A student should NOT wait until the following week to find out what to do for missed material.

2) The University delays classes- Follow instructions given as to when classes begin. This alternative is not used often.

3) The University maintains operations but cancels classes- The timing and length of a closure determines what the response will be. If lab lecture is cancelled, labs will perform the experiment scheduled in the syllabus. Lab will resume with the next scheduled lab experiment the following week. Outside of the period of cancelled classes, labs will meet as scheduled. Materials due during a cancelled lab are due within 24 hours of the University reopening. TAs and instructors of record can call the Lab Coordinator at home for additional information. TAs are not expected to be present during a cancelled lab.

4) The University closes entirely- same procedure as #3.

If UT does cancel classes or closes entirely, please do the following. If your lab was scheduled to begin during the time that UT is closed, your lab will go to the next lab scheduled when you meet next. You will not make a lab up that was cancelled. Any worksheet you would have done will be dropped and that lab will not appear on your lab final. Any work that was due has an extended deadline of 24 hours after UT reopens.

Regardless of the situation, the student should contact their TA as soon as possible if they have ANY question what is expected of them.

Quizzes

A quiz will be given each lab starting the second week of lab. The lowest 2 quiz grades will be dropped. There are no makeup quizzes. If you miss a quiz because of an unexcused absence or arrive late to lab, it is a zero. Quizzes with the lowest earned score or a zero for not taking the quiz are dropped first. To be excused from a quiz, you must be excused from the entire lab period. Please note the limit of 3 excused absences.

Lab Performance

Your teaching assistant will assess your lab performance at midterm and finals. Arriving late, being unprepared, poor lab skills, etc. will count against your score. Arriving on time, being prepared, and demonstrating knowledge and competence will all improve your score.

Academic Dishonesty Policy

The Biological Sciences Department follows the University policy on academic dishonesty. The specific department statement follows.

Academic dishonesty by students enrolled in undergraduate or graduate courses and programs offered by the Department of Biological Science will not be tolerated. Academic dishonesty includes, but is not limited to:

1. Obtaining assistance from another individual during an examination.
2. Giving assistance to another individual during an examination.
3. The unauthorized use of study material or textbooks during an examination.
4. Changing answers on an examination after it has been returned and then submitting it for regrading.
5. Plagiarizing written assignments. Plagiarizing includes: (a) copying laboratory reports from previous years, (b) copying or paraphrasing reports, term papers, or theses prepared by other students, (c) unauthorized collaboration in the preparation of reports, term papers, or theses, and (d) use of another author's materials without appropriate acknowledgment through quotation and citation.
6. Attempting to bribe or otherwise induce an instructor to alter either a grade or examination score.
7. Obtaining or attempting to obtain a copy of an examination prior to its administration.

In accordance with policy outlined in the Student Handbook and the University Catalog, instructors have the responsibility and right to bring cases of alleged dishonesty to departmental, college, and university administrative units. Students involved in academic dishonesty may expect to receive a grade of F on specific assignments as well as in the course where the assignment was made. In addition, disciplinary action may be recommended through appropriate college and university disciplinary committees.

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Week	Week of...	Lab
1	August 22	1: Hypothesis testing
2	August 29	2: Microscopes – cells and organelles W <i>First quiz, dress code starts</i>
3	September 5	3a: Enzyme lab W
4	September 12	3b: Enzyme lab W
5	September 19	4a: Yeast metabolism W
6	September 26	4b: Yeast Investigative Lab W
7	October 3	Yeast Lab Presentations P Lab Performance
8	October 10	5: Forensics Lab W
9	October 17	6: Replication/ transcription/ translation W
10	October 24	7: Sickle Cell Anemia W
11	October 31	8: Human Genetics W
12	November 7*	9: Natural Selection W
13	November 14	9: Natural Selection W
	November 21	NO LAB - Thanksgiving
14	November 28	10: Evolution Case Study W
15	December 5	10: Human Evolution Case Study W Lab Performance

* November 11 is a holiday (no Friday lab ONLY)