

BSC 2011 Lab Syllabus: Spring 2017

Location: Biological Sciences Rm. 205

Laboratory/Course Coordinator: Michele Yeargain

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Office: 201B

Graduate Teaching Assistant #1:

Name:

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Office Location:

Graduate Teaching Assistant #2:

Name:

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Resources: All lab manuals and handouts are available free of charge in the BSC 2011 Webcourses@UCF web site. Use your NID and myUCF password to log in to Webcourses@UCF. *It is your responsibility to print and bring the appropriate materials with you to lab.*

The purpose of BSC 2011 lab is to provide you with hands-on examples of concepts, organisms, and systems you learn about in lecture. You will also sample what is involved in doing biological research: you will collect data and write a research report. To ensure your safety and smooth operations, the following policies apply:

Recommendations:

1. Know your lab section number and your Teaching Assistant's (TA's) name. This is important for all information related to labs.
2. If you have lab-related questions, e-mail your TA; they are the best point of contact for lab.
3. **Read the laboratory chapter several days before lab, so that you can ask questions in advance.** Your TA will try to answer all email received at least 24 hours prior to a topic's due date, but mail received < 24 hours before a due date may not receive a response. Immediately prior to the beginning of the lab is NOT the time to ask in-depth questions. Plan accordingly.

Attendance Policies:

1. **BSC2011 laboratory meets face-to-face, during your scheduled lab time, in Biology 205.**
2. **You are expected to attend ALL laboratory sessions: labs cannot be made up.** Students with unexcused absences will receive zero points for the missed lab. Students with one or two excused absences will have the assignments/points given for that lab removed from the final point total. If you have a valid, documented reason for missing a laboratory session, you must provide your lab TA with appropriate hard-copy documentation within one week of the absence. All documentation must be on official letterhead.
3. You are required to be on time to class and remain in class for the entire lab. **If you are more than 15 minutes late to lab, you will not be permitted into the laboratory room and it will be marked as an unexcused absence. If you leave before fully completing the lab, you will receive an unexcused absence.**
4. If you arrive after the quiz has started, you will be permitted to answer the remaining quiz questions only.
5. An absence due to anything other than a university accepted reason is deemed to be **unexcused**. More than 2 absences, *excused or unexcused*, will result in a 10% grade reduction, for each absence, for the laboratory portion of your grade for BSC 2011. Here's an example: You have 5 unexcused absences for the semester. For the first two unexcused absences you will receive zero points for the assignments associated with those labs. For the additional 3 unexcused absences, you will receive zero points for the assignments associated with those labs and, **in addition**, 30% reduction will applied to your overall lab grade (10% for each of the 3 additional unexcused absences).
6. **You must attend YOUR lab section.** Switching labs is not allowed. Attendance will be taken in each lab.

Safety Policies:

1. It is advisable to wear old clothes to lab; you will be working with materials that can stain.
2. **You must wear closed-toe shoes.** Students wearing open-toed shoes will be asked to leave and will be given an unexcused absence (the student will not be allowed to take the quiz at the start of lab).
3. No smoking, eating or drinking is permitted in the laboratory. All drinks and food must be discarded before coming into the laboratory or placed in your bag. They are not to be opened, consumed, or out on the table at any time during the lab.
4. **Turn off your cell phone and put it away before you come into the lab.** You need to be paying full attention to what you're doing in lab. If your TA sees you using your cell phone, you will be asked to leave and you will receive an unexcused absence for the lab. If your cell phone rings during the lab, you will be asked to leave and you will receive an unexcused absence for the lab.
5. Tablets are permitted for viewing/completing the laboratory chapters electronically.

Scantrons: Each student is required to submit 4 scantrons to their laboratory TA no later than Friday, February 3. Failure to submit scantrons will result in a 10% grade reduction for each exam.

Grading Policies:

1. One grade is given for BSC 2011 that combines both your lecture and laboratory scores. The entire lab experience will count as 25% of your total BSC 2011 grade.
2. Assignments are due to www.turnitin.com by the stated due date/time. You are responsible for verifying that your assignment has uploaded to www.turnitin.com properly. Assignments that are turned in up to 24 hours after the due date/time will be worth 50% credit. Assignments that are turned in 24-36 hours late will receive a maximum of 25% credit. Assignments that are more than 48 hours late will not be given any credit.
3. One 10 point quiz will be given at the start of each lab and will have two parts: 5 points will cover the material that you will be working on that day, and 5 points will cover material from the previous lab. If you arrive late to the laboratory, **you will be permitted to take the remainder of the quiz in progress;** you will not be permitted to view or answer quiz questions asked prior to your arrival.
4. **The Data Analysis Assignment is due on the posted due date regardless of absence.**

Grading:

	Points
Quizzes	100
Laboratory Resource Assignment	15
Data Analysis Assignment	25
Demography Discussion	10
Total	150

Laboratory Conduct: By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at: <http://www.ucf.edu/goldenrule>. Any student involved in cheating of any kind in this laboratory will be given a score of zero for their semester grade in BSC 2011 and will be referred immediately to the UCF Disciplinary Action Committee.

Disability Access: The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the instructor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the instructor to request accommodations. Students who need accommodations must be registered with Student Disability Services, before requesting accommodations from the instructor.

The Lab Instructors reserve the right to make changes in the syllabus as necessary. These changes will be announced as they occur and should be noted on this syllabus.

Spring 2017: Tentative Laboratory Schedule

The instructors reserve the right to make changes in the schedule as necessary. These changes will be announced in lab as they occur.

January 9-13: No labs during the first week of classes.

January 16-20: No labs – Martin Luther King Day.

January 23-27: Laboratory Information and Dichotomous Keys and Phylogenetic Trees

Assignment submitted to www.turnitin.com by start of lab week Jan 30-Feb 3: 15 points

Jan 30 - Feb 3: Prokaryotic Diversity

Quiz 1: 10 points

Data Analysis submitted to www.turnitin.com by start of lab week Feb 13-17: 25 points

February 6-10: Protista (and Prokaryotic Diversity results)

Quiz 2: 10 points

February 13-17: Seedless Plants

Quiz 3: 10 points

February 20-24: Invertebrate Diversity

Quiz 4: 10 points

Feb 27 – Mar 3: Invertebrate Anatomy

Quiz 5: 10 points

March 6-10: Vertebrate Anatomy

Quiz 6: 10 points

March 13-17: No labs – Spring Break!

March 20-24: Human Physiology

Quiz 7: 10 points

March 27-31: Sensory Systems

Quiz 8: 10 points

April 3-7: Plant Structure

Quiz 9: 10 points

April 10-14: Demography

Discussion: 10 points

April 17-21: Monitoring Biodiversity

Quiz 10: 10 points