

BSC 2011 Lab Syllabus: Fall 2022

Location: Biological Sciences Rm. 205 or Rm. 206

Graduate Teaching Assistant #1:

Name:

Email Address:

Office Hours:

Office Location:

Graduate Teaching Assistant #2:

Name:

Email Address:

Office Hours:

Office Location:

Resources: All laboratory assignments and quizzes are available 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.*

Recommendations:

1. Know your lab section number and the names of your Teaching Assistants. Write this info above.
2. If you have lab-related questions, e-mail your TAs; they are the best point of contact for lab. Follow the communication policies outlined below to ensure a prompt response.
3. **Read the laboratory 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.
4. **Enable Webcourse notifications.** Important information will be sent via Webcourse Announcements.

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 the processes involved in doing biological research. To ensure your safety and smooth operations, the following policies apply:

Attendance Policies:

1. **BSC2011 laboratory will meet face-to-face during your scheduled lab time, in BIO 205 or BIO 206. You are expected to attend ALL laboratory sessions; labs cannot be made up.**
2. 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. Attendance will be recorded as excused.
3. An absence due to anything other than a university accepted reason, or without documentation, is deemed to be **unexcused** and will result in forfeiture of all associated points.
4. Students with more than **two** absences (excused or unexcused) will receive a 10% grade deduction for each subsequent absence in addition to not receiving points from the lab that week. **Five** or more absences (excused or unexcused) will result in a 0 grade for the laboratory portion of this course.
5. 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.**
6. **You must attend YOUR lab section.** Switching labs is not allowed.
7. **UCF Policy on religious observances:** "A student who desires to observe a religious holy day of his or her religious faith must notify all of the instructors teaching the class(es) from which the student desires to be excused no later than the tenth business day of the term."

Safety Policies:

1. **You must wear closed-toe shoes and long pants that reach the ankle. Long skirts or other attire that reaches the ankle is also acceptable. "Cut up" jeans and crocs are not acceptable.** Students wearing inappropriate attire will not be permitted into the laboratory and will be given an unexcused absence.
2. Clothing must cover the midriff. Long sleeves are not required.
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.
5. **Turn off your cell phone and put it away before you come into the lab.** If your TA sees you using your cell phone or if your cell phone rings during lab, you may be asked to leave, and you will receive an unexcused absence for the lab.
6. Tablets/laptops are permitted for viewing/completing the laboratory chapters electronically.

Course Format:

1. The laboratory course is a face-to-face course that meets once a week. Attendance is required.
2. Students must attend the lab section for which they are registered. **Switching sections is not allowed.** Lab packets will be available for each lab all semester and can be found on Webcourses. Students must show completion of their lab packet to their instructors in order to receive credit for attendance.
3. For each lab, there will be an accompanying quiz (found in Webcourses) that will be open that entire week but should be completed **after** you have done the lab. Quizzes will close at 11:59PM on the Sunday of that week. The first week's deadline is extended by two days.
4. If you fail to attend or complete the in-person lab, you will be given a quiz grade of '0' once the quiz closes. **If you are unable to attend a lab, DO NOT take the quiz. Your grade will be replaced with a 0, NO exceptions.** See attendance policy for reporting an excused absence.
5. It is your responsibility to know the due dates for all assignments and complete them in time.

UCF Webcourses

1. All materials will be accessed from the UCF Webcourses site.
2. All course-wide communication will be done through Webcourse Announcements.
3. All quizzes found on the Webcourses Assignments page.

Communication Policies

1. **Read every Webcourse Announcement.** They will contain necessary information to prepare for lab.
2. Contact information for lab TAs will be listed on the home page of the BSC 2011C Webcourse.
3. You can reach your TAs either through Webcourse messages or via email.
4. **If you are providing documentation for an absence, email both of your TAs.**
5. Make sure that you are contacting the TAs who teach **your section**.
6. **Always include your section number in the subject line of your message.**

Grading Policies:

1. One grade is given for BSC 2011 that combines both your lecture and laboratory scores. The entire laboratory experience will count as 25% of your total BSC 2011 semester grade.
2. This lab will be a total of 13 weeks, with one lab per week. Each group of lab activities will be worth 20 points each, totaling 240 points for the whole semester. There will also be an optional in-person extra credit lab for the twelfth week of lab, worth 10 points.
3. Your final laboratory grade will be calculated out of the total points available. The grade average displayed in Webcourses will always be calculated from the currently available assignments.
4. **Late assignments will not be accepted.**
5. **If there are any problems, you have one week from the due date to dispute grades.**

Extra credit opportunity

6. The optional extra credit lab will consist of a class trip to the UCF Arboretum. The activity will be worth 10 extra points. Makeup of extra credit is not allowed; you must attend this lab to be eligible for points.

Grading:

	Points
Total lab points	240
Extra Credit	10

Missed Assignments:

1. All assignments are open for a minimum of 1 calendar week. An internet outage on Sunday night or another last-minute technical issue is not an adequate excuse for missing deadlines.
2. If you miss an assignment due to a technical error, take a screenshot of the full screen. Make sure to include a clock or time stamp! Send this to your TAs as documentation asap. Delaying on notifying your TAs may result in your assignment not being re-opened. Legitimate cases will result in your assignment being re-opened or a reset attempt.

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.

Fall 2022: 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.

Lab Number	Lab Date	Lab Activity	Quiz Due Date	Points
1	8/23/2022 - 8/26/2022	Lab Skills and Equipment	8/30/2022	20
2	8/30/2022 - 9/2/2022	Hardy-Weinberg Equilibrium	9/4/2022	20
3	9/6/2022 - 9/9/2022	Phylogeny of Primates	9/11/2022	20
4	9/13/2022 - 9/16/2022	Viruses & Herd Immunity	9/18/2022	20
5	9/20/2022 - 9/23/2022	Prokaryotes	9/25/2022	20
6	9/27/2022 - 9/30/2022	Fungi and Protists	10/2/2022	20
7	10/4/2022 - 10/7/2022	Seedless Plants	10/9/2022	20
8	10/11/2022 - 10/14/2022	Seed Plants	10/16/2022	20
9	10/18/2022 - 10/21/2022	Plant Structure and Function	10/23/2022	20
10	10/25/2022 - 10/28/2022	Invertebrate Diversity	10/30/2022	20
11	11/1/2022 - 11/4/2022	Invertebrate Anatomy	11/6/2022	20
12	11/8/2022 - 11/11/2022	EXTRA CREDIT: Maintaining Biodiversity	11/13/2022	+10
13	11/15/2022 - 11/18/2022	Monitoring Biodiversity	11/20/2022	20