

# BSC 2011 Lab Syllabus: Fall 2023

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:

**Laboratory Coordinator:** Marisha Stubbs ([Marisha.stubbs@ucf.edu](mailto:Marisha.stubbs@ucf.edu))

**UCF Webcourses:** All laboratory materials, assignments, and quizzes are available in the BSC 2011 Webcourses@UCF web site. All course-wide communication will be done through Webcourse Announcements. Use your NID and myUCF password to log in to Webcourses@UCF. *It is your responsibility to print or bring a digital copy of 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**. Allow 2 business days for a response.
1. Read the laboratory before lab, so that you can ask questions in advance. Please allow one business day for an email response. **Emails sent after 5pm on Friday may not be answered until Monday morning. All assignments are due on Sunday nights. Plan accordingly.**
3. **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:

## Communication Policies

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

## 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. Clothing must cover the midriff.** Long sleeves are not required. Students wearing inappropriate attire will not be permitted into the laboratory and will be given an unexcused absence. Goggles and gloves will be required for certain labs and will be provided for in-lab use.
2. 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 at any time during the lab.
3. All laboratory equipment must be used properly, using the instructions provided.

4. **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.
5. Tablets/laptops are permitted for viewing/completing the laboratory chapters electronically.

### 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. **You must attend YOUR lab section.** Switching labs is not allowed.
3. You are required to **be on time** to class and remain in class for the entire lab. We will offer a 15-minute grace period for occasional delays. If you are greater than 15 minutes late to lab, you will not be permitted into the room, and will be marked as absent (unexcused). If you leave before fully completing the lab, you will receive an unexcused absence.
4. If you have a valid, documented reason for missing a laboratory session, you must notify your lab TAs within **48 hrs** and provide appropriate documentation within **one week** of the absence. All documentation must be on **official letterhead** and may require your name and the date associated with the absence. Note that pictures of incidents **DO NOT** qualify as official documentation. Attendance will be recorded as excused for those with valid documentation. **No more than two absences will be excused.** As the Predator-Prey Lab will be available online for a full week, there will be no excused absences for that lab.
5. **Excusable absences** include illness or emergency:
  - a. **Illness** - If a student becomes injured or extremely ill, an excused absence will be considered on a case-by-case basis upon receiving official documentation from local hospital or health center. Documentation does not guarantee an excused absence.
  - b. **Emergency** - If a student has an emergency where attendance becomes impossible, including but not limited to, a car accident or death of an immediate family member, an excused absence will be considered on a case-by-case basis upon receiving valid and appropriate documentation of the situation. Documentation does not guarantee an excused absence.
6. Vacations, personal jobs, oversleeping, schedule misinterpretation, and other items that do not fall in the illness and/or emergency category **will not be excused.**
7. **Athletics:** Some athletes may qualify for attendance accommodations. This varies and only applies to select sports. The UCF athletic office will contact us directly, but students should communicate with TAs asap for upcoming events so that we may plan accordingly.
8. **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."
9. An absence due to anything other than a university accepted reason, or without timely documentation, is deemed to be **unexcused** and will result in forfeiture of all associated points.
10. There are a total of 12 face-to-face labs. Failure to attend **at least eight** face-to-face labs will automatically result in a zero (0) for the laboratory portion of this course. This means that a **total of five (5) absences** (excused plus unexcused) will result in a 0 for the lab. **No exceptions will be made to this policy.**

### Course Format:

1. One grade is given for BSC 2011 that combines both your lecture and laboratory scores. The entire laboratory experience will be worth 25% of your total BSC 2011 semester grade.
2. The laboratory course is a face-to-face course that meets once a week. Attendance is required and students will not receive a lab grade for any week they are absent.
3. 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 to sign-in to lab.
4. The laboratory portion will last several weeks, with each lab worth up to 15 points.

- For each lab, there will be an accompanying quiz (found in Webcourses) that will open at midnight on Wednesday on the week of that lab. Although quizzes open before you attend lab, they should be completed **after** you have done the lab for best results. Students that start the quiz prematurely will **not** be given an additional attempt. **Quizzes** will close at 11:59PM Eastern Time (ET) on the Sunday that follows the quiz opening date. Post-lab quizzes are 15 questions and most are timed for 20 minutes. The Evolution and Hardy-Weinberg Equilibrium post-quiz which will be timed for 30 minutes. See disability access below for accommodations for extra time. The **lowest post-quiz score** will be dropped.
- Lab attendance and participation is a pre-requisite for a quiz grade. See attendance policy for reporting an excused absence. Unexcused absences will result in a quiz grade of zero (0) once the quiz closes.
- 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.
- It is your responsibility to know the due dates for all quizzes assignments and complete them on time. Each post-lab quiz is open for several days. **Therefore, late work will not be accepted.**
- If a student attends lab but forgets to take the quiz on time, they may be given a **one-time opportunity** to receive an extension on the quiz if they contact their TAs asap. A grade deduction of 20% for each day late will be applied.
- If there are any problems, you have **one week** from the date a grade is posted to dispute any issues. No grades changes will be made after this deadline.

### **Grading:**

Grades for the laboratory are contingent upon **attendance and participation in lab** and will be calculated using scores from your post-lab quiz. Completed lab packets must be shown to TAs before the end of the lab period before being able to sign out for attendance. There will be 13 labs worth up to 15 points each. **The lowest post-quiz score will be dropped.**

Category	Maximum points per assignment	Number of assignments counted towards grade	Total points possible for assignment category
Syllabus Acknowledgement & Lab Safety Agreement	-	-	0 – prereq for all labs
Post-Lab Quiz	15	12	180
		<b>TOTAL POINTS</b>	<b>180</b>

### **Missed Assignments:**

- All assignments are open for several days. An internet outage on Sunday night or another last-minute technical issue is not an adequate excuse for missing deadlines.
- 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 notifying your TAs may result in your assignment not being re-opened. Legitimate cases may result in your assignment being re-opened or a reset attempt.
- All lab assignment open and due dates are based on Eastern Time (ET). Students that attempt to access an assignment while travelling in another time zone are responsible for submitting work based on the time at UCF. No extensions will be provided.
- Students that attend the lab but forget to take the quiz on time must reach out to their TAs asap within one week of the quiz close date and may be given a **short extension**. **This opportunity will only be given one time.** No other extensions will be provided for any other quizzes. A deduction of 20% will be taken for each day late.
- There are no make-up opportunities for students that miss a lab.

**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. 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 communicated with the instructor to request accommodations. Students who need accommodations must be registered with **Student Accessibility Services** before requesting accommodations. For accommodations for extra time on quizzes, students must have sent a Course Accessibility letter through SAS and must contact their instructors at least two business days prior to needing the accommodation. Otherwise, the student will be expected to take the quiz under standard time conditions.

**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 2023: Tentative Laboratory Schedule

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

Lab Number	Lab Date	Lab Topic	Assignment	Due Date	Points Possible
-	-	Syllabus Acknowledgement & Lab Safety Agreement	Syllabus Acknowledgement & Lab Safety Agreement	First Lab	0 - prereq for all labs
1	8/23 - 8/25	Lab Skills and Equipment	Post-Lab Quiz	27-Aug	15
2	8/30 - 9/1	Evolution and Hardy- Weinberg Equilibrium	Post-Lab Quiz	3-Sep	15
3	9/6 - 9/8	Phylogeny of Primates	Post-Lab Quiz	10-Sep	15
4	9/13 - 9/15	Prokaryota: Bacteria	Post-Lab Quiz	17-Sep	15
5	9/20 - 9/22	Eukaryota: Fungi and Protists	Post-Lab Quiz	24-Sep	15
6	9/27 - 9/29	Terrestrial Plants I: Seedless Plants	Post-Lab Quiz	1-Oct	15
7	10/4 - 10/6	Terrestrial Plants II: Seed Plants	Post-Lab Quiz	8-Oct	15
8	10/11 - 10/13	Terrestrial Plants III: Plant Organs & Systems	Post-Lab Quiz	15-Oct	15
9	10/18 - 10/20	Animal Diversity, Form, and Function	Post-Lab Quiz	22-Oct	15
10	10/25 - 10/27	Invertebrate Diversity	Post-Lab Quiz	29-Oct	15
11	11/1 - 11/3	Vertebrate Diversity	Post-Lab Quiz	5-Nov	15
12	11/6 - 11/12	Predator-Prey Relationships	Post-Lab Quiz	12-Nov	15
13	11/15 - 11/17	Maintaining Biodiversity	Post-Lab Quiz	19-Nov	15

\*All post lab quizzes are due on a Sunday at 11:59PM at Eastern Time (ET).