

Mr. Ancinec

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Text: *Exploring Biology 2nd edition*

Description: A three-hour natural science laboratory portion of Biology 107. The laboratory introduces the use of the microscope, experimental design, collection and analysis of data, and techniques of dissection. Laboratory sessions explore intracellular transport, photosynthesis, growth and development, basic anatomy of plants and animals, life cycles, mitosis, meiosis, genetics, natural selection and ecology.

Procedures

1. You are expected to provide yourself with a laboratory manual. This is to be a new, *unwritten upon* manual. The exercises are not to be photocopied or digitized in any way for turn in. The manual is a workbook into which you record your data, create graphs, make observations and answer questions.

Failure to provide yourself with a manual will result in *no credit* for your enrollment. You maybe asked to show your accumulated work at any time during the semester. Failure to have complete the exercises assigned to that point in time will result in no credit fr those labs.

2. A quiz worth 100 points is given at the beginning of the laboratory period. There are no makeup for these quizzes. If you come to class late after the last person has turned in their paper, you will not be able to take the quiz. You must be there on time to take the quiz.
3. An introduction to the laboratory is given, discussing the nature of the experiments, the setup of the exercise and the student grouping to complete the exercise. You may be asked a question about the current laboratory on the quiz. **THE CURRENT EXERCISE SHOULD HAVE BEEN READ BEFORE COMING TO CLASS.**
4. After the introduction is made, a short ten minute break would be appropriate, unless the

experiment needs to be set up right away. Ten minutes per lab hour is allowed as a break during the class time (total of 20 minutes). Make certain that the experiment is covered by someone within your group before taking a break.

5. Approximately forty-five minutes before the end of the period, the laboratory work will be discussed and summarized.
6. Cleanup of the laboratory is everyone's job. The ultimate responsibility will be rotated between each row on a weekly basis. The laboratory will be left in as good a condition or better than found.

Participation

1. You may miss two laboratories without being dropped. Note that the laboratory is part of the total course credit, you cannot take the lecture without the laboratory or vice versa. *You can make up missed labs only during the same week, either during another instructor's lab or mown (consult the schedule for times). A makeup laboratory is on a space available basis only, an instructor is under no obligation to allow you to make up a laboratory.
2. Leaving the laboratory early before your work is completed (this includes the cleanup), or not participating in your group counts toward your accumulated absences. Remember that it is not only the material that is important, but also the skills and techniques learned during a laboratory.
3. A field trip is considered to an off campus convening of a regular class. Your participation is required. The responsibility for transportation to the field trip site is yours.
 - *It is the student's responsibility to drop all classes in which he/she is no longer attending.*
 - *It is the instructor's discretion to withdraw a student after the add/drop deadline due to excessive absences.*
 - *Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.*

Grades

1. The primary source of grades is the weekly quizzes. These quizzes are based upon the material contained in the previous week's laboratory and the review conducted at the end of the laboratory. These quizzes are recorded and adjusted against the top accumulated score. *No quiz grades are discarded.*
2. Some of the laboratory exercises are required to be turned in. These **exercises** are graded on the basis of fifty (50) points. **Original** work on your laboratory exercise is expected.

Identically answered exercises are both worth "0" points. Even if you worked with a laboratory partner, you are expected to answer the questions in your own words. Do not copy another's lab exercise answers (unless it is data). Not more than 30 percent of your answers should be the same. Exercises which are turned in one laboratory period after the due date are worth one half (25 points) and are not accepted the Wednesday after that late period. Participation counts for five (5) percent of your total laboratory grade. The absences and "lates" are recorded. If you miss no labs, you will earn the all total points possible.

3. If you miss one lab, then you would earn one half the number of points (3/6), if you miss two (2) labs, you would earn no participation credit. If you miss more than two (2) labs or accumulate more than six hours absence, then the points are subtracted from your total. Being late counts toward an absence at the rate of three (3) "lates" equal one three (3) hour absence. The laboratory accounts for 25% of your total course grade.

The grading scale is as follows:

A= 89% -100.0%

B = 78% - 88.9%

C = 63% - 77.9%

D = 50.0% - 62.9%

F = 49.9 % or less

Extra Credit

You may do two extra credit exercises. These exercises are on the class website. For a list of exercises see <http://homework.sdmesa.edu/dancinec/laboratory-extra-credit.html> The latest an exercise would be accepted would be the week before the last week of classes.

Extra credit exercises are due before the last week of scheduled classes and they are due at the beginning of that lab period. No extra credits are accepted the last week of classes.

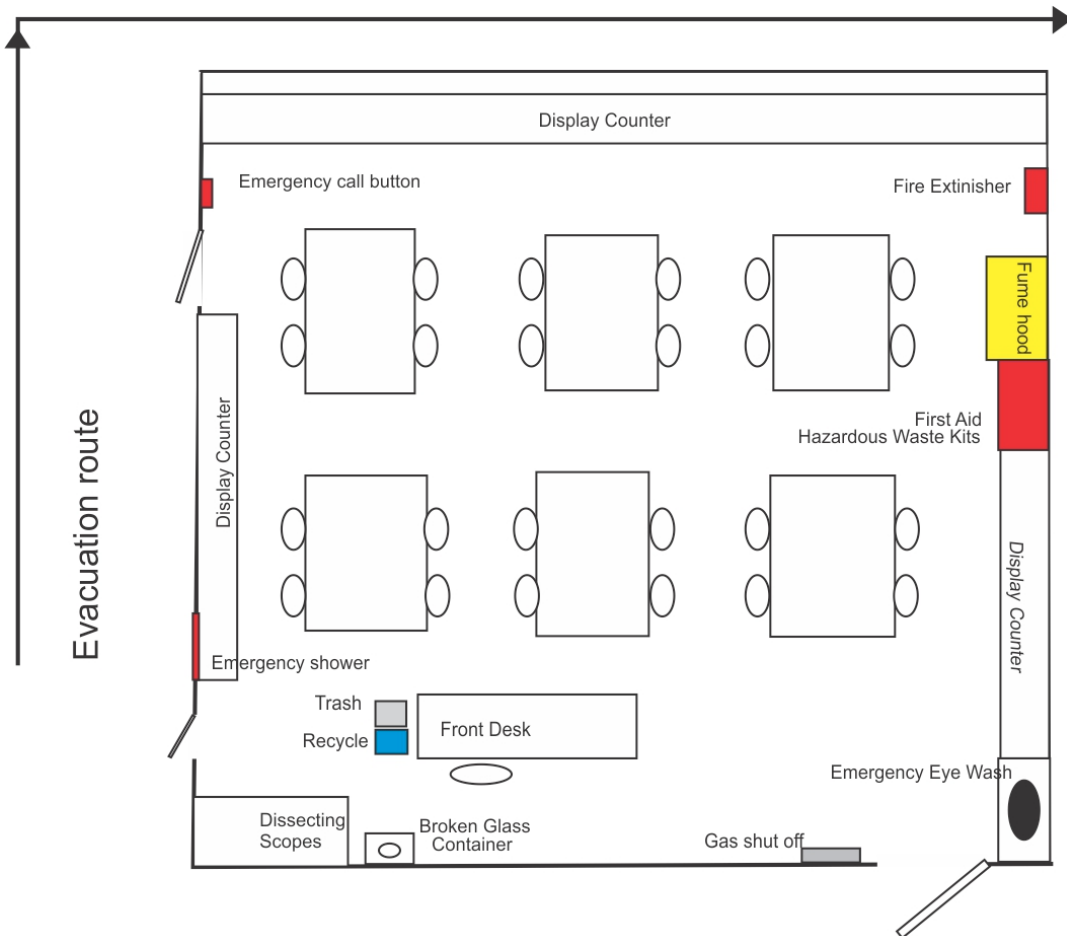
1. I will post your scores on the Internet on the class website with your adjusted course grade several times during the semester. You should check to see if the scores are recorded correctly. You will need the *scored test or exercise* to verify your score. I would strongly suggest that you keep all



exercises and tests until the end of the semester. Use the back of this sheet to record your points and to accumulate your own totals.

Safety

1. You are required to have a covered foot during the laboratory. If you come to the laboratory without shoes or sandals, then you will not be allowed to participate. The laboratory will be counted as an absence.
2. While mixing or heating hazardous chemicals or working with an open flame, safety glasses must be worn (safety glasses will be provided).
3. Report any accidents, cuts, falls etc. to the instructor immediately (or if the instructor is not available, to the laboratory technician).
4. Learn the location of the emergency eye wash, emergency shower, gas shut off, panic button, fire extinguisher and the first aid kit in the laboratory.



MS 218 - General Biology

Cheating/Plagiarism

Students are expected to be honest and ethical at all times in their pursuit of academic goals. Students who are found in violation of district Procedure 3100.3, Honest Academic Conduct, will receive a “F” grade on the assignment in question and may be referred for disciplinary action in accordance with Procedure 3100.2, Student Disciplinary Procedures.

Behavior

You are expected to behave in an adult manner in accordance with Policy 3100 (see College Catalog for full text). These behaviors include but are not limited to: cheating or plagiarism, physical or verbal disruption of class, disorderly, lewd, sexual harassment, indecent or obscene conduct either written or verbal against another student or the instructor, assault or threat of assault against other students or instructor will result in the Policy 3100 procedure disciplinary process. For your rights and responsibilities see section 1.0 of Policy 3100. You can expect to be treated in the sameway. If you feel that your rights are being violated, then please tell the instructor or the Department Chair (if you feel mre comfortable) or the school Dean.

Disabilities

Students with disabilities who may need academic accommodations should discuss options available to them with the instructor during the first two weeks of class.

Office Hours

Monday - I313 6:30 AM-7:29 AM

Wednesday - I313 6:30AM - 7:29 AM