

BIOL 140 COURSE POLICIES

1. **Academic requirements:** all students in Biology 140 must have completed Grade 11 or 12 Biology, or BIOL 111 or BIOL 112. If you have concerns regarding previous course credits or the appropriate prerequisite courses contact:
 - Kathy Nomme, Lab Coordinator, First-Year Biology
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 - Tammy Tromba, Biology Program Assistant
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2. **Required text:** the Biology 140 Workbook is required. Each lab you will need to complete all exercises and answer the questions within the workbook. The completion of your work will be checked and stamped.
3. **Laptop computers:** they may be required in lab for some of the activities. Ensure that at least one member of your group will be able to bring theirs to lab.
4. **Recommended reference text (not essential):** Freeman, S., Quillin, K., Allison, L., Black, M., Podgorski, G., Taylor, E., Carmichael, J., Harrington, M. and Sharp, J. 2019. Biological science, 3rd Canadian Edition custom edition for UBC 2018-19 Pearson Education Inc., San Francisco, CA. This is the same text used for Biology 121 and can be a useful reference for BIOL140, but it is not essential for this course. Older editions are fine.
5. **Biology 140 Canvas site:** on the web site you will find course materials, quizzes, announcements and other relevant information. Go to <http://www.canvas.ubc.ca/> and use your CWL to login. Under your list of courses, select the Biology 140 link.
6. **Preparatory work:** each lab you will complete some work before lab (watch videos, read information, complete online quizzes) that is designed to prepare you for the lab's activities. Materials are available on Canvas or in your workbook. Quizzes must be completed by 9 pm the day before your lab session.
7. **Assignments:** they are listed in the Course Schedule. Instructions and rubrics for your assignments are included in the workbook. Follow all format requirements. Pay attention to the due dates and additional information provided by your Lab Instructor. Make sure your name and correct lab section are clearly indicated on the top of the first page of every assignment.
8. **Late assignments:** written assignments that are late (not handed in at the beginning of class) will have marks deducted as a penalty. If the assignment is submitted late but on the

same day there will be a penalty of -5%. If the assignment is submitted the next day, and for every subsequent day there will be a penalty of -10% per day. If assignments are more than four days late, the maximum deduction will be 40%. No assignments will be accepted once they are returned in any section.

Late assignments can be emailed to your instructor (this stops the penalty clock), and then a printed original copy of the assignment must be submitted to the wooden assignment box next to WESB room 200 within 24 hours. Be sure to indicate that a copy has been emailed to your instructor and that your name and correct lab section are clearly indicated on the top of the first page of your assignment.

9. **Academic integrity:** this is fundamental to learning and research at university. Students learn from the work of other authors and instructors but when you submit written work as your own you must put these ideas into your own words and indicate the original source of the ideas. Submitting work that is copied from another student or written source is **plagiarism**.

Refer to the information on Plagiarism and Turnitin in the Scientific Conventions section of the workbook.

10. **Missed labs:** It may be possible to make up labs that are missed due to illness or unforeseen circumstances. Contact your lab faculty to determine whether it is appropriate for you to make up the lab in another section. It is only possible to make up the lab in the same week as the lab you have missed. Your lab faculty will give you further instructions on how to arrange another lab section to attend. **You are responsible for completing all the work required for each lab.** Contact your group members to find out what you missed during your lab class and always check that your lab instructor has received notice that you have completed work done in another lab section.
11. **Laboratory safety:** safety is most important. Read the Safety Rules on the inside cover of the workbook. Although there are no toxic chemicals used in this lab there is **NO EATING or DRINKING** in the lab. If you need to eat or drink, step outside into the hall. Lab coats and goggles are not required but dress appropriately: closed-toed shoes and clothing that protects and covers your body including your knees when seated (no bare backs, short shorts or short skirts). It is best to avoid loose long sleeves and other clothing that are so loose that they can get caught in equipment or materials.
12. **Lab cleanup:** you are responsible for cleaning up your station and returning any equipment and materials used during the lab. Pace your progress through the lab activities to ensure that you have sufficient time to clean up after each activity. Always replace materials on the trays as you found them at the beginning of lab, unless the instructor directs you to do otherwise. This includes rinsing glassware in warm water (do not use soap) and leaving the glassware to air dry. Be sure to clean your lab bench, and push in your stools before you leave.