

BCMB 406A

Laboratory Manual

Summer 2018

Name: _____

Email address: _____

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Fire

BCMB 406A Laboratory Schedule

Week	Dates	Lab(s)	Day 1 (5 hours)	
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Evaluation and Assessment

Percentage Breakdown for the Course:

Exams	50 %	see page v for more details
Lab Reports	20 %	see pages v and vi for more details
Practical Assessment	20 %	see page v for more details
Laboratory Journal	10 %	see page v for more details

Final Course Percentages:

A final percentage will be calculated for the course based on the above criteria. All percentages will be rounded to the nearest whole number. For example, a calculated percentage of 79.49% will be recorded as 79% whereas 79.50% will be recorded as 80%.

Letter Grades will be assigned as follows:

90 - 100	A+
85 - 89	A
80 - 84	A-
77 - 79	B+
73 - 76	B
70 - 72	B-
65 - 69	C+
60 - 64	C
50 - 59	D
0 - 49	F (or N*)

* N grades

Students who have completed the following course requirements will be considered to have completed the course and will be assigned a final percentage and letter grade.

In class lab work (all Day 1 and Day 2 components of the practical work must be performed)

Midterm exam

Final exam

Failure to complete one or more of these elements will the cumulative percentage on other elements of the course. An N is a failing grade, and it

Course Experience Survey (CES)

We value your feedback on this course. Towards the end of term you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to us regarding the course and our teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to your [CES dashboard](#). You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. We will remind you nearer the time but please be thinking about this important activity.

Course Policies

Attendance

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in a mark of '**N**' (**incomplete**) for the course. A change of lab section must be arranged with the lab instructor **prior** to the lab period. Students who miss a lab for medical reasons are responsible for maintaining their lab journal and for obtaining the data needed to write up the lab report.

It is important to arrive on time. Students who arrive after a pre-lab quiz has begun will not be given extra time to complete the quiz. No makeup quizzes will be given for students who arrive after a quiz is over. The instructor reserves the right to refuse late arrivals or withhold practical marks associated with that lab if a student shows up late without a legitimate reason.

Late Assignments or Lab Reports

Late assignment or lab reports (either the hard copy or the electronic copy) will be penalized 10% per day and will not be accepted after one week (7 days) following the designated due date. Late lab reports or assignments can be emailed to the instructor on days when the university is closed but a hard copy must be submitted by noon on the first working day after the emailed submission.

Re-marking Policy

Request to have assignments (lab reports, quizzes, exams, journal entries, practical assessments, etc.) reviewed/remarked must be made within one week of the assignments being made available. Students are expected to promptly pick up assignments after marking is completed, either in lab or from the instructor. Any resubmissions will involve remarking of the entire assignment and students will be given the grade assigned after the second review.

Centre for Accessible Learning

Students with diverse learning styles and needs are welcome in this course. If you have a disability/health consideration that may require accommodations, please feel free to approach an instructor and/or the Centre for Accessible Learning (CAL) as soon as possible. The CAL staff is available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The website is <http://www.uvic.ca/services/cal/index.php>. The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

Department Information and Policies

1. policies on academic integrity. These policies are described in the current University Calendar. All students are advised to read this section.
2. Cell phones, computers, and other electronic devices must be turned off at all times unless being used for a purpose relevant to the class. Students having a cell phone, tablet, or computer on their person during an exam will be assumed to have it for the purpose of cheating.
3. Any recordings of lectures may only be performed with written permission of the instructor, and are for personal use only. The instructor retains copyright to such recordings and all lecture materials provided for the class (electronic and otherwise); these materials must not be shared or reposted on the Internet.
4. Course materials, such as notes, problem sheets, quizzes, examinations, example sheets,

16. **Dispose of all liquids into the designated waste containers.** No liquids are to be poured down the sink (except water).
17. **Contaminated liquid waste must be autoclaved prior to disposal.**
18. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.**
This
19. **Report any accidents or safety concerns to an instructor immediately.**
If skin comes into contact with chemicals, wash immediately with cold running water for at least 10 min.
In the event of a bacterial spill, pour an equal volume of bench disinfectant on top of the spill and allow it to sit for five minutes. Clean up the spill wearing gloves and using a no-touch technique. Discard all waste in a yellow biohazard bucket for autoclaving. **WASH YOUR HANDS with hand disinfectant and soap.**
Do not pick up broken glass. The instructor will do this.
If something has splashed in your eyes, rinse them at the eye wash station for at least 20 min.
20. **Note the location of the following safety equipment:**
 - Eye wash station
 - Safety shower
 - Fire extinguisher
 - Telephone
 - Fire alarm
21. **Before leaving the laboratory:**
 - Place all cultures and other contaminated materials to be discarded in the appropriate containers for sterilization in the autoclave
 - Put your experimental materials (**labeled!**) in the appropriate bins or racks for incubation or storage

 - bucket
 - Rinse all glassware and place in the appropriate bin(s)
 - Check that gas, water and microscope lights are turned off
 - Wash the bench top with bench disinfectant
 - Wash your hands thoroughly with hand disinfectant and/or soap

Experiments conducted in a microbiology laboratory involve the handling of pathogenic organisms. Failure to handle and dispose of these organisms correctly may lead to infection, injury or even serious illness. For the safety of everyone, it is required that you understand and follow the appropriate laboratory procedures as outlined by your laboratory instructor.

Your signature on the Biochemistry and Microbiology Lab Safety Form is your acknowledgement that you have read the safety regulations and agree to abide by them.

Fire Evacuation Procedure

If you discover a fire:

Activate the nearest fire alarm pull station.

Call **911** and Campus Security Services at **7599**. State your name and location.

Evacuate the building.

If you hear a fire alarm:

If possible secure equipment and close windows and doors.

Follow the established evacuation route. Do not use elevators.

Meet at your designated Emergency Evacuation Site.

Do not re-enter the building until permission is given by the Fire Department.

If you cannot evacuate:

Close the doors between you and the fire.

If possible call **911** and advise the Fire Department of your situation.

Hang clothing or a cloth from a window to alert emergency response personnel.

Earthquake Evacuation Procedure

During an Earthquake:

Get away from windows and heavy objects.

Duck, cover and hold on. Crouch low to the ground; protect head with your arms; seek cover under and hold onto heavy furniture. Watch for moving objects.

If you are in an interior hallway, stay there and crouch against the wall. Watch for swinging doors.