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Introductory Information

Schedule

Practical Evaluation (15%):

Practical assessments will be done for each student by laboratory instructors and teaching

Course Policies

Attendance

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in the forfeit of all marks associated with the lab. 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 in order 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 w

University Policy on Academic Integrity

Suspected cases of plagiarism or cheating will be documented and submitted to the department chair for penalty assessment as described in the UVic calendar (2013-2014).

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

Falsifying Materials Subject to Academic Evaluation

with other students but all written work must be original. Be sure to submit work that is entirely your own.

16. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.**
This includes pipette tips, agar plates, contaminated gloves or paper towels, etc...
17. **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.
18. **Mouth pipetting is prohibited.** A safety bulb or pipettor must be used.
19. **Sitting on laboratory work surfaces is prohibited.**
20. **Use of cellular devices is not allowed in the lab.**
21. **Note the location of the following safety equipment:**
 - Eye wash station
 - Safety shower
 - Fire extinguisher
 - Telephone
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Building Evacuation in Case of Fire

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.

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Revised UVic Grading Scheme (effective May 1, 2012)

Grades	Grade Point Value	Percentage	Description
A+	9	90 – 100	Exceptional, outstanding and excellent performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
A	8	85 – 89	
A-	7	80 – 84	
B+	6	77 – 79	Very good, good and solid performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
B	5	73 – 76	
B-	4	70 – 72	
C+	3	65 – 69	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
C	2	60 – 64	
D	1	50 –	

DEPARTMENT INFORMATION AND POLICIES

1. The Department of Biochemistry and Microbiology upholds and enforces the University's 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. Students are expected to be present for the midterm and final exams. Instructors may grant deferrals for midterm examinations for illness, accident, or family affliction, and students must provide appropriate documentation 48 hours after the midterm exam. The Department of Biochemistry and Microbiology considers it a breach of academic integrity for a student taking a deferred examination to discuss the exam with classmates. Similarly, students