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Instructor Contact Information

Lab	Instructor	Email	Phone	Office
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Evaluation and Assessment

Percentage Breakdown for the Course:

Lab Reports

Lab Reports (25%): Marks for the lab reports will be assigned as indicated below.

Laboratory Report	Marks
Lab 1 – Isolation and Identification of Proteins and Peptides	30
Lab 2 – Immunological Characterization of Breast Cancer Cell Lines	40
Lab 3 – Chromatin Immunoprecipitation (ChIP) Analysis	30
Total Marks	100

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.

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Laboratory Report Guidelines and Format

All laboratory reports must be written up individually.

Text should be typed and double-spaced, with margins no smaller than 1.9 cm (0.75")

Use 12 point font of a standard style such as Arial or Times New Roman.

All written text should be concise, well written and proofread for grammar and spelling.

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 (2016-2017).

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

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results

Safety Regulations

Work in a microbiology laboratory involves exposure to living microorganisms, many of which must be considered as potential pathogens. Personal recognition of safety and the acceptance of certain precautions are therefore necessary prerequisites to working in the laboratory.

1. **Access to the laboratory is limited to instructors and students.**
 2. **No eating or drinking in the laboratory.** Keep paper, pencils, fingers, and other objects out of mouth.
 3. **Safety glasses must be worn at all times.**
 4. **Laboratory coats must be worn and properly fastened by all personnel working in the laboratory and must not be worn in public places.** Laboratory coats will be provided for you and will be shared between sections. If you would prefer a lab coat of your own, you will need to bring one to your first lab section. It will be kept in the lab until the end of the course, at which time it will be autoclaved and available for pick-up.
 5. **Open-toed shoes or sandals should not be worn and bare legs are not allowed.** Capri pants, skirts and shorts are only allowed if they cover the knees when you are sitting down.
 6. **Lab doors and windows must be closed when working with Level 2 organisms.**
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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 if something

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 Earthqu-3(ss0 0 1 56.64 30.35 Tm[])JTJET EMC-3(ss0 0 1 56.64 30.35 Tm[])JTJETBT1 0 0