

## Table of Contents

University

<b>Introductory Information</b>	
Schedule	ii
Instructor Contact Information	iii
Evaluation and Assessment	iv
Laboratory Report Guidelines and Format	vi
Course Policies	vii
University Policy on Academic Integrity	viii





## Evaluation and Assessment

### Percentage Breakdown for the Course:





## **Course Policies**

### ***Attendance***

## 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 (2015-2016).

### **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
- using work prepared by someone else and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

### **Cheating on Assignments, Tests and Examinations**

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests and examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners

### **Collaborative Work (Penalties) \* See below for details specific to this course.**

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects, instances of prohibited collaboration on a substantial part of the assignment should result in a grade of zero for the assignment, while instances of prohibited collaboration on the bulk of the assignment should result in a grade of F for the course.

**\* In BCMB 406A, it is required that all assignments and lab reports be written up independently. Collaborative work is only allowed in specific situations when students are directed to share data by the instructor. Students can discuss thoughts and ideas with other students but all written work must be original. Be sure to submit work that is entirely your own.**



## 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, drinking or smoking in the laboratory.** Keep paper, pencils, fingers, and other objects out of the 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.**
7. **Personal items (coats, bags, etc...) must be kept away from the work area.**
8. **Wash hands before and after completing all lab work.**
9. **Long hair must be tied back** to protect against burning and falling into stains, chemicals or bacterial cultures.
10. **Gloves must be worn in the following situations:**
  - Working with Level 2 organisms
  - Working with potentially harmful reagents
  - If you have open cuts or abrasions on your hands
11. **Gloves and lab coats are not to be worn outside of the lab.**
12. **Remove gloves when working with communal equipment and computers.**
13. **Bunsen burners are to remain off when not in use.**
14. **Dispose of all liquids into the designated waste containers.** No liquids are to be



## **Fire Evacuation**