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## Evaluation and Assessment

### Percentage Breakdown for the Course:

Lab Reports	<b>35 %</b>	see below and page vi for more details
Exams	<b>40 %</b>	see below for more details
Practical Assessment	<b>15 %</b>	see page iv for more details
Laboratory Journal	<b>10 %</b>	see page iv for more details

**Practical Evaluation (15%):**

Practical assessments will be done for each student by laboratory instructors and teaching assistants and will consist of:

- Frequent pre-lab quizzes to assess preparedness
- Pre-lab and in-lab calculation and problem sets
- Frequent evaluation of experimental results to assess technique
- Thoroughness of clean-up at each bench after the lab

**Maintenance of a Laboratory Journal (10%):**

You are expected to provide a hard cover or spiral bound notebook to be used as a laboratory journal. This book is dedicated to recording raw data to be used for writing lab reports and must be brought to every lab session. Data will be marked periodically throughout the course and will be submitted in April for final evaluation.

Please write in ink and include the following:

- Date and title of the experiment

## 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 who arrive after a quiz is over. The instructor reserves the right to refuse late arrivals or withhold practical marks associated with that lab.

### ***Re-marking Policy***

Students have one week to review marked assignments, lab reports, quizzes, journal entries, practical assessments, etc... and resubmit them. Any resubmissions will involve remarking of the entire assignment and students will be given the grade assigned after this second review.

### ***Accessibility Statement***

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach an instructor and/or the Resource Centre for Students with a Disability (RCSD) as soon as possible. The RCSD staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations <http://rcsd.uvic.ca/>. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.



- received following a long weekend will be penalized 25% (15% for Saturday and Sunday plus 10% for the additional day)
- will not be accepted after one week following the designated due date

## **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**

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 406B, 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.**

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
  - Fire alarm
22. **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
  - Place contents of “tip discard” and used microfuge tubes into yellow biohazard 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

## Building Evacuation in Case of Fire

**If you discover a fire:**

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