Instructor Contact Information

Lab	Instructor	Email	Phone	Office
1	Ellen Busby	erbusby@uvic.ca	250-721-6504	Petch 186
2	Erika Wall	ewall@uvic.ca	250-472-5119	Petch 179b
3	Val Kerr	valk@uvic.ca		

Each instructor is responsible for a different lab as indicated above. Please make sure that you address any concerns or questions to the appropriate instructor.

CourseSpaces

http://coursespaces.uvic.ca/my/
Enter: NetLink-ID and Password
Select: 201809 BCMB 406A B01/B02/B03/B04 X

Important information for the course and each lab is posted on CourseSpaces. Announcements are frequently sent to students, so please make sure that you check the email you have on record.

Departmental Web Page

http://www.uvic.ca/science/biochem

Occupational Health and Safety

250-721-8971
http://ohs.uvic.ca

Police, Fire, Ambulance 911

Campus Security

250-721-7599
http://www.uvic.ca/security

University Health Services

250-721-8492
http://www.uvic.ca/services/health

Lab Exams (50%):

There will be a midterm and a final exam in this course. The midterm will be two hours in length and will only cover material from Lab 1. The final exam will be three hours in length and will cover material from Labs 2 and 3.

Exam	Date	Lab covered	Percent
Midterm	Thurs. Oct. 25, 7-9 pm	Lab 1	15 %
Final	TBA (during exam schedule)	Lab 2 and 3	35 %

Lab Reports (20%): 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**

Practical Evaluation (20%):

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 assignments, calculations and problem sets
- Frequent evaluation of experimental results to assess technique
- Thoroughness of clean-up at each bench after the lab

Weighting of these assignments will vary based on the discretion of the instructors.

Maintenance of a Laboratory Journal (10%):

You will need a hard cover or spiral bound notebook to be used as a laboratory journal. This book is dedicated to recording both raw data generated while performing the labs and processed data used to create figures and tables. Your lab journal must be brought to every lab session. Journals will be marked as indicated by the instructor throughout the term.

Please write in ink and include all relevant information, such as:

- Date and title of the experiment
- Unknown numbers
- Pre-lab or in-lab calculations
- Detailed procedural steps used when not working directly from the lab manual
- All raw data you (and/or your partner) generate with important information included
- Experimental conditions (temperature, time, wavelengths, etc...)
- Loading order and volumes of samples put onto gels, etc…
- Changes to the procedure or mistakes/errors made
- Handouts of data and/or copies of student data posted on CourseSpaces
- **Observations made during the lab experiment**
- **Processed data in the form of tables, graphs or other important figures**
- **Interpretations of results ï this may be in the form of written statements that summarize what the data indicates or clearly labeled summary figures**

Note: Portions of marked lab reports will not be considered as lab journal entries.

Course Experience Survey (CES)

We value your feedback on this course. Towards the end of term you will have the opportunity to complete a confidenti

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. Course materials, such as notes, problem sheets, quizzes, examinations, example sheets, or review sheets, may not be redistributed without the explicit written permission of the instructor.

5. 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 who reveal the contents of an examination to students taking a deferred examination are considered to be in violation of the University of Victoria policy on academic integrity (see current University Calendar). Deferral of a final exam must be

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 (2018-2019).

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