BIOL 1114 Laboratory
Fall 2016

Section: _____

Instructor: _____ Lab Time: _____
Office/hours _____ E-mail: _____

Textbooks: French, D. 2016. ***Investigating Biology: A Laboratory Resource Manual***. 2016 Edition. Fountainhead Press: Fort Worth, TX (**Required**)

Journal of Introductory Biology Investigations (you will receive a free subscription to this).

Pechenik, J.A. 2016. ***A Short Guide to Writing about Biology***. 9th Edition. Pearson Longman Publishers: NY. (**Recommended**)

The **Guide to Success** in your laboratory manual provides substantially more information about the goals and structure of lab, and the following policies and requirements. You are responsible for learning and adhering to what is stated there.

Special Needs: This includes **allergies! -** See the lecture syllabus & BIOL 1114 webpage for details and required actions

Lab Schedule: is in your lecture syllabus. Each of the four investigations you will conduct will last three weeks.

Grading policy: Points earned in lab (maximum of 410) are added to the points earned in lecture. The total points are then used to determine your final grade for the course. The lab counts for 41% of the final grade.

Component	Point Value	Total
Lab reports	100	400
Lab Final	10+40	50
Available		450*****

***Peer Evaluation:** The scores you receive from your group will affect your grade – see your lab manual for details.

Lab Reports: Each week your lab team of 2-4 students will submit a lab report. We refer to them as **manuscripts** (prior to publishing) **or articles** (after they are published). For each of the four investigations, you will receive comments on the first two drafts. The manuscript you submit at the end of each investigation will be scored by three experts and you will receive the average of the highest two scores for each.

Absence: **What do you do if you miss any part of any lab for ANY reason?** Each team must submit a **description of authorship form** with each final manuscript. On it, your coauthors (team members + mentor) will describe the **extra contribution** you made **to compensate for each absence**. If it is not sufficient, you will lose 1/3 of the manuscript grade for each absence. We are not judging the legitimacy or nature of the absence, just whether you have contributed appropriately to the final products.

Lab Final: There will be a 50 point assessment during the last lab period. We want to offer you a final chance to demonstrate the scientific reasoning skills you have learned. It will also allow you to compensate for a less than perfect manuscript score or an absence for which you could not contribute sufficiently to the research to make up for it.

Planning Forms: are **required** each week and **due online by 5:00p day before lab**. On each, you write a brief plan of action for the lab that week including such items as experimental designs and manuscript revisions. If submitted on time, you will receive valuable feedback. **You will not be permitted to enter the lab until you submit your planning form** and will be treated as absent until you do (see policy below).

Publishing: Manuscripts of sufficient quality will be published in the ***Journal of Introductory Biology Investigations*** (JIBI). This is an accomplishment you can use to demonstrate your skills and work quality to others and will contribute permanently to current and future students and scientists.

More Help: The **L**earning **R**esources **C**enter (303 LSW) provides help with planning forms, manuscripts, analysis or techniques. You can find the LRC schedule at **http://biol1114.okstate.edu**

The **Lab Resources and Institution Pages** on **http://biol1114.okstate.edu** contain materials and guidance for the lab in general and for each investigation.

ACADEMIC INTEGRITY: Be sure that you have read and understand this policy as the penalties for violations of Academic Integrity can be very serious. We follow the **OSU policies** on (http://academicintegrity.okstate.edu/) and adhere to OSU values of Honesty, Trust, Respect, Fairness, and Responsibility.

Plagiarism, fabrication of data, falsification of results, copyright violations, fraudulent authorship and similar actions are taken very seriously in the professional world and can result in the loss of jobs and careers. Because we are treating you as professionals-to-be, we will act on violations of academic integrity accordingly. Although reviewers will warn you if they suspect a violation on an initial manuscript, no sanctions will be applied. If a violation is identified on a final manuscript, all authors will receive a "0" for that investigation. Second violations (in lecture or lab) will merit application of a Level 2 (F!) sanction. ALL violations and sanctions become a part of a permanent educational record. Some examples of violations of Academic Integrity more specific to this **LAB** include:

- Using information from **ANY** source without properly **paraphrasing** (writing in your own words) **and citing**.

  Refer to the Cheating & Plagiarism section (pp.G6 – G10) of your lab manual (French, D. 2016. *Investigating Biology: A Laboratory Resource Manual 2016 Edition*) for further details, explanations, and advice on how to avoid
- Using any part of an unpublished manuscript without properly paraphrasing and citing, the permission of the original authors, and the permission of your mentor. This is **unauthorized collaboration or plagiarism**.
- **Falsifying authorship**, i.e. including as an author a student who did not adequately contribute to the production of a manuscript submitted for credit OR failing to include an author who did is considered **fabricating information** by all authors on a manuscript. All authors who miss a part of a lab must have their contributions explained truthfully on the authorship form.

Please see your lecture syllabus for more information on Academic Integrity violations in this course.

You must complete BOTH sections before any scores will be recorded. Return to your TA by the end of the 2nd week of lab.

BIOL 1114 Group Contract

I, __________________________, understand that I am part of group _________ and as such I am responsible for contributing to my group's success as are the rest of my group's members.

I understand that

- lab reports and most in-class exercises will be a group effort (pre-labs and planning forms are not)
- my peers will evaluate my contribution to the group (according to the procedure in the laboratory manual) and their evaluation of me will directly affect my total lab score
- if I receive an average peer review score below 7 (out of 10), I will fail the course
- I am responsible for accurately describing the contributions of each author on authorship forms submitted with final manuscripts and holding my co-authors accountable for making expected contributions when they are absent.
- if I am dissatisfied with my partners, the instructor will not act unless I express this through the peer evaluation process.

I promise my group members that I will

- come to class prepared.
- participate and express my opinions, respectfully.
- allow others to participate by offering them the opportunity to do so.

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Signature & Date

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BIOL 1114 Academic Integrity Contract

I, __________________________, understand that in addition to the expectations stated in OSU's Academic Integrity Policy (see: http://academicintegrity.okstate.edu/), this course has specific requirements for academic integrity to which I must adhere. These are listed in the course syllabi and website (http://biol1114.okstate.edu/schedule/syllabus/AIP-Pete.pdf) with an extensive explanation of plagiarism in my laboratory manual.

I understand that:

- in accordance to OSU's policy, neither intention nor ignorance is considered when identifying violations of academic integrity.
- it is the action and/or the result, not the person, that will be judged.
- I am responsible for adhering to the course policy as written.

I promise to maintain the level of academic integrity expected of me by my BIOL 1114 instructors and Oklahoma State University.

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Signature & Date