

BIOL 1114 Laboratory

Spring 2014

Instructor: _____
Office hours/Room _____

Lab Section: _____
Lab Time: _____
E-mail: _____

Required Textbook: French, D. 2013. *Investigating Biology: A Laboratory Resource Manual*. 2013 Edition. Fountainhead Press: Fort Worth, TX.

A **Lab Study Guide** Page for each lab is at http://biol1114.okstate.edu/study_guides/labs/index.html

Lab Schedule: is in your lecture syllabus

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	Weekly points	Total
Lab reports	20	280
Planning Forms	10	<u>130</u> (not required 1st week)
	Subtotal	410*(see Peer Evaluation)

What do you do if you (must) miss a lab for ANY reason? Credit for missed labs are drawn from “disaster insurance” earned through the following **extra credit** items that may be applied to absences or to points not earned on lab reports.

Optional parts of lab reports	7	98
Pre-lab exercises	2-5	45
Planning Forms	10	<u>10</u> (from 1st week)
	Subtotal	<u>160</u>
	Total Available	570

Assignment due dates

Lab reports	by end of each lab ¹
Pre-lab exercises and Planning Forms	by 5:00p day before lab

¹ Each lab group turns in one lab report with each member’s planning forms, research proposal, and grading scheme attached. If you are not present when the lab report is turned in, you will not earn ANY credit for the report. If your lab partners do not elect to do any of the extra credit components of the lab, then you may turn in your report as a group and you may continue to work on the extra credit components until the end of lab and add them to the report for your credit only. Students who arrive after their group’s “Research Proposal” is submitted at the beginning of lab will receive at most ½ credit for their lab reports. If you are more than 1.5 hours late to lab you will not earn ANY credit for the report. Each group member must sign the lab report at time it is turned in to their TA.

Pre-lab exercises are typically performed in the **Learning Resources Center (LRC)**, 303 LSW or on the WWW. You can find the LRC schedule at biol1114.okstate.edu. Be sure to follow the directions in your lab manual on how to get credit for each report. You are responsible for providing the evidence for credit. Pre-lab exercises help prepare you for each week’s lab.

Whether you complete them or not, you are still expected to have the skills and knowledge they provide before attending lab (see skill list box for each individual investigation in your lab manual).

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

Academic Integrity: Read reverse side and your laboratory manual (Cheating & Plagiarism). Violations are serious! Sign attached form indicating you have read and understand our policy.

Special Needs: see “Special Needs” section of your Lecture Syllabus for details **Need help:** biol1114@okstate.edu

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 Academic Integrity (<http://academicintegrity.okstate.edu/>) and the **Cheating & Plagiarism section (pp.G4 – G7) of your lab manual** (French, D. 2013. *Investigating Biology: A Laboratory Resource Manual 2013 Edition*). A “first” offense (in this course or any other course during your time at OSU) will result in either a Level 1 (a “0” for the assignment) or Level 2 (an “F!” for the course) sanction as described in the OSU Academic Integrity Policy. A second violation (in this course or any other course during your time at OSU) may be upgraded to the next sanction level. Any violations beyond a Level 2 sanction (F!) can result in suspension. ALL violations and sanctions become a part of a permanent record! In addition to the policies described in the above sources, some examples of violations of Academic Integrity more specific to this course include, but are not limited to, the following:



- Using information from **ANY** source without properly **paraphrasing** (writing in your own words) **and citing**.
- You may not use, as part of your groups’ report, any part of a lab report not produced by your group in the current semester. This is considered **unauthorized collaboration and plagiarism**.
- While you may talk with your group members about planning form or pre-lab materials, your planning form and pre-lab answers should represent your personal work in the current semester. Obtaining answers, providing answers, or allowing others to obtain answers, from either present or past works or people or having someone fill in your forms for you, is considered **unauthorized collaboration and cheating**. This includes copying your own work from previous semesters (multiple submissions).
- **To avoid** the violation of **unauthorized collaboration** with currently enrolled students on planning forms, you must write the name and section number of your collaborators on your planning form; excessively similar answers may result in reduced credit.
- Identically written (or highly similar) answers (e.g. identical hypotheses) are also considered **cheating**, although some similarity will be acceptable if it is clear to the Teaching Assistant that in all other ways the work is representative of each individual student.
- Possessing lab materials (including lab manuals, lab reports, planning forms, pre-lab exercise answers) from prior semesters or from other students or the use of photocopied planning forms is considered **unauthorized collaboration**.
- Using information exclusively found in prior editions of the laboratory manual is unacceptable. If such materials appear in a lab report or planning form, it will be considered **unauthorized collaboration**.
- Submitting in-class exercises with the names of members not present in class is considered **cheating** by all group members whose names appear on the exercise. Each member of a group must write his/her own name on materials submitted by the group.
- Possessing a student response pad (“clicker”) other than the one assigned to you is considered **unauthorized collaboration and cheating**.
- Misidentifying the exam version (star or no star) by indicating the incorrect version on the form or placing it in the alternate group for grading is considered **cheating**.
- Possessing a form of the exam during the examination period that is inconsistent with the assigned distribution of exams as indicated during the examination period is considered **unauthorized collaboration and cheating** by all affected individuals.
- Access to any electronic devices (for example cell phone, PDA, calculator, portable multimedia devices such as an iPod, electronic dictionaries) during an exam without explicit prior permission is considered **cheating**. All such devices must be turned off and out of sight or reach.
- Students who take a conflict exam may not possess a list of their answers, have copies of their exams, or communicate any information about the exam to other students, until after the normally scheduled exam is completed. To do so is considered **unauthorized collaboration and cheating**.

Cowboy Values:  **Honesty**  **Trust**  **Respect**  **Fairness**  **Responsibility** 

You must complete BOTH sections before any scores will be recorded

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
- 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.

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.

Signature & Date