CoSM Class Policy

Summer II, 2018
BIO 341L Section 020
GENETIC LAB

Name:  Mr. Ron Havner, Instructor
Department:  Biology
Email:  havnerronal@sfasu.edu
Phone:  468-5196
Office:  Miller Science, Rm 237
Office Hours:  Monday through Thursday, 1:00 pm to 2:30 pm and by appointment.
Class meeting time and place:
   BIO 341L020 Monday through Thursday 2:45-4:40 pm in Miller Science Room 216

Required Text and Materials:
   Lab Manual and reading materials available on D2L

Lab Overview and Requirements:
Students must be currently enrolled in BIO 341 Lecture. Students will learn basic genetic laboratory protocols including Statistical Analysis, the cellular basis of genetics, gel electrophoresis, examination of DNA and protein, modern genetic database usage, genetic applications and related topics. Students will receive daily reading assignments, and will receive a short quiz at the beginning of each lab period. This quiz will be followed by a presentation and then a lab exercise. There will be two written exams on dates to be announced.

Grading Policy:
<table>
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<th>Grading will be as follows:</th>
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<td>(Percentages refer to points earned from points possible)</td>
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<tr>
<td>Lab Exam #1: 100 points</td>
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<td>Lab Exam #2: 100 points</td>
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<td>10 Lab Quizzes: 100 points</td>
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Grading will be as follows:

- 90% and above: A
- 80% to 89%: B
- 70% to 79%: C
- 60% to 69%: D
- 68% or less: F

Total points possible: 300 points

NOTE: I do not discuss nor give out grades via email, D2L, or over the phone. You can discuss your grades with me during office hours.

Attendance Policy:
At the beginning of each lab I will pass out a signature roster. Since attendance is mandatory, you will receive no direct credit for it (although the effects of missing a lab will show up in other evaluated activities). In the event that a student must miss a lab period for unavoidable reasons (instructor’s discretion), the student will notify the instructor at least one day PRIOR to that lab. A student’s absence for more than three scheduled labs will result in a failing grade for the lab. It is the responsibility of the student to arrange for any makeup activity with the instructor. Labs missed with prior approval will most often be made up Friday afternoons.

Academic Integrity (A-9.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.
Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.