

# BIO 102 Lab Schedule Alexandria Campus – Spring 2024 – 13 Week

Lab Instructor Information Name: \_\_\_\_\_ Email: \_\_\_\_\_

Office Hours and Location: \_\_\_\_\_ Phone: \_\_\_\_\_

LAB	DATES	TOPIC	LAB EXERCISES
1	Jan 31, Feb 2	Lab Schedule and Laboratory Safety	
2	Feb 7, 9	Isopod Lab (20 pts) <b>Isopod Lab Report Due Feb 21 or 23</b>	Laboratory 1
3	Feb 14, 16	Sensations, Reflexes, and Reactions (10 pts)	Laboratory 2
4	Feb 21, 23	Muscular and Skeletal Systems (10 pts) <b>Isopod Lab Report Due</b>	Laboratory 3
5	Feb 28, Mar 1	Gas Exchange Systems (10 pts)	Laboratory 4
6	Mar 6, 8	Cardiovascular System (10 pts)	Laboratory 5
	Mar 11 - 16	<b>Spring Break - No Labs</b>	
<b>**Bring goggles for the next 2 Lab sessions**</b>			
7	Mar 20, 22	<b>**Digestive System (10 pts)</b>	Laboratory 6
8	Mar 27, 29	<b>**Dissection of Fetal Pig (10 pts)</b>	Laboratory 7
9	Apr 3, 5	Plant Tissues and Transport (10 pts)	Laboratory 8
10	Apr 10, 12	Ecology Case study (10 pts)	Laboratory 9
11	Apr 17, 19	<b>Lab Exam (30pts)</b>	
12	Apr 24, 26	TBD	

**\*\* YOU MUST BRING YOUR SAFETY GOGGLES AND WEAR THEM FOR LABS 7 AND 8 \*\***

All written work outside of lab must be typed

Lab Web Page: <http://blogs.nvcc.edu/albio/>

## BIO 102 LABORATORY GRADING AND POLICIES Spring 2024

**Books and Materials:** The BIO 102 Laboratory Manual must be purchased from the Alexandria campus bookstore. You must provide your own notebook paper, graph paper, pencils, eraser, calculator, and safety goggles that are both **chemical splash resistant and impact resistant**. All of these are available for purchase at the Alexandria Campus Bookstore. A student will **NOT** be permitted to perform the two labs indicated by \*\* on the schedule without proper goggles.

**Attendance:** You are expected to attend your scheduled lab section every week on time. If you are more than 10 minutes late, you will not be permitted to attend lab that day, and it will count as an absence. **Your instructor will take attendance each week, and if you were not present to do the lab work, written assignments about that work will not be accepted the following week.** You must be registered for both lab and lecture at the same campus.

**Grading:** Your lab grade counts for 30% of your final grade in Biology 102. In order to be eligible to pass BIO 102, you may miss no more than three labs during the course of the semester. Your work for each lab will be evaluated based on written work submitted; this may be a quiz, a lab report, or other written work as directed by your instructor. Each week's work will be worth 10 points, except the complete Isopod lab report (20 points) and the final exam (30 points). All written work done outside class must be typed and turned in on time. Any late assignments will either be downgraded 10% per day or not accepted at all, according to your instructor's guidelines. Your instructor will DROP YOUR LOWEST 10-POINT GRADE before calculating your lab grade, which will be based on 120 points. You may not drop either the Isopod lab report or the final exam. If you miss a 10-point lab, that will be the grade which is dropped. If you miss more than one lab, a grade of 0 will be averaged in for each additional missed lab.

**Make-up Labs:** There will be no unexcused make-up labs offered, no exceptions. One reassigned lab will be permitted, **ONLY** if you provide your instructor one week advance written notice of your need to attend a different Bio 102 lab section **AND** you have permission in advance to attend the section of another professor.

**Cleaning Up:** All working areas, equipment, and supplies in the lab must be kept clean, neat, and in good condition. You are expected to clean up after each lab and to treat all equipment and supplies with care. Your instructor will check the lab after each session, and if it is not cleaned appropriately, 10% will be deducted from the grade of every student in the class for that lab. Please use the lab lockers to store your coats and any books not used during class; these are absolutely not to be placed on the lab bench tops.

**Accommodations and Accessibility Services:** If you have special needs and/or require special accommodations, please make an appointment outside of class time to address these with your instructor at the beginning of the course. Reasonable accommodations will only be made for students who have a verifiable need. If you are seeking accommodations based on a disability, you *must* provide a Memorandum of Accommodation (MOA), which can be obtained from the Office of Disability Support Services (soon to be known as the Office of Accommodations and Access): <https://www.nvcc.edu/accommodations/index.html>

**Academic Success Center (ASC) and Writing Assistance:** The Academic Success Center (ASC) is a student resource center that provides services such as math assistance, peer tutoring, support, and much more. For more information, please see the ASC website: <https://blogs.nvcc.edu/asc/>. The Writing Assistance Center helps students with reading, writing, and critical thinking strategies. For more information please see their website: <https://blogs.nvcc.edu/asc/writing-center/>

**Academic Integrity:** Academic dishonesty will **not** be tolerated. Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct. Cheating includes (but is not limited to) giving, receiving, or soliciting assistance when you are expected to do the work on your own, as well as unauthorized use of notes or other materials during exams. Plagiarism includes (but is not limited to) copying another classmate's work or published work (word-for-word or in substance) and representing it as one's own work, as well as failing to properly cite any source used to complete assignments.

Consequences of academic dishonesty could include a re-examination on the material, an automatic zero for the assignment, and/or a failing grade for the course at the instructor's discretion. The incident will also be reported to NOVA's Office of Wellness and Mental Health. All students are expected to be familiar with and abide by NOVA's Academic Integrity Policy which can be found at the following site: [www.nvcc.edu/students/handbook/conduct.html](http://www.nvcc.edu/students/handbook/conduct.html)

**Important Course Dates:** Critical course deadlines (including withdraw dates) can be found at the following website: <https://www.nvcc.edu/academics/calendar/spring2024.html>

**School Closing and Emergency and Evacuation Plan:** In the event of inclement weather, please check NOVA's homepage for school closing information. If the college is scheduled to re-open at a time when at least 45 minutes of class would remain, you will be required to attend class.

A framed emergency evacuation plan is located near the door to the classroom. This plan describes the evacuation procedures and route that must be followed in case of emergency. If an event occurs that requires evacuation, do not use the elevators, and once outside move at least 300 feet away from the building. Before leaving you should take all personal belongings, as time permits, because there is no assurance that you will be allowed to return. I will assist any individual with mobility disabilities in exiting the building.

**COVID-19:** Wearing a face covering in class or lab is optional.

**You will be required to leave the lab if:**

- (1) You are more than 10 minutes late to class
- (2) You are wearing open-toed (or other inappropriate) shoes
- (3) You are not wearing goggles or protective covering (when required)
- (4) You are breaking any safety rules, are endangering others, or are disruptive.

**THERE WILL BE NO EXCEPTIONS TO THESE REGULATIONS!**

**If you are asked to leave the lab, it will count as an absence**

*Associate Dean reserves the right to alter this document at his/her discretion during the semester.*