

BIO 102 Lab Schedule Alexandria Campus – Fall 2018 – 16 Week

Lab Instructor Information Name: _____ Email: _____

Office Hours and Location: _____ Phone: _____

LAB	DATES	TOPIC	LAB EXERCISES
1	Aug 27-31	Introduction and Laboratory Safety	
	Sep 3-7	Labor Day Holiday – No Labs	
2	Sep 10-14	Isopod Lab (20 pts) Isopod Lab Report Due Week of Oct 1	Laboratory 1 (p.1)
3	Sep 17-21	Sensations, Reflexes, and Reactions (10 pts)	Laboratory 2 (p.7)
4	Sep 24-28	Muscular and Skeletal Systems (10 pts)	Laboratory 3 (p.25)
5	Oct 1-5	Gas Exchange Systems (10 pts) Isopod Lab Report Due	Laboratory 4 (p.43)
	Oct 8-12	Non-Instructional Days Monday and Tuesday – No Labs U.S. Botanic Garden Assignment (10 pts) – On your own	Printout
6	Oct 15-19	Cardiovascular System (10 pts)	Laboratory 5 (p.61)
Bring goggles for the next 3 Labs			
7	Oct 22-26	***Digestive System (10 pts)	Laboratory 6 (p.75)
8	Oct 29-Nov 2	**Dissection of Fetal Pig – Part 1 (10 pts)	Laboratory 7a (p.95)
9	Nov 5-9	**Dissection of Fetal Pig – Part 2 (10 pts)	Laboratory 7b (p.95)
10	Nov 12-16	Plant Tissues and Transport (10 pts)	Laboratory 8 (p.113)
	Nov 19-23	Thanksgiving Holiday – No Labs	
11	Nov 26-30	Case Studies in Ecology (10 pts)	Laboratory 8 (9.131)
12	Dec 3-7	Lab Exam (30pts) U.S. Botanic Garden Assignment Due	
13	Dec 10-14	TBA	

**** YOU MUST BRING YOUR SAFETY GOGGLES AND WEAR THEM FOR LABS 7, 8, AND 9 ****

All written work outside of lab must be typed

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

BIO 102 LABORATORY GRADING AND POLICIES FALL 2018

Books and Materials: *General Biology II Bio 102 Laboratory Manual, customized for NVCC, Alexandria (2017) by Zorin (REQUIRED)* must be purchased at the Alexandria bookstore and must be brought to each lab. You must provide your own notebook paper, graph paper, pencils, eraser, calculator, **fetal pig**, gloves, 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 three 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 in APA format, 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 140 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.

Extra Credit: Extra credit assignments will be assigned at the sole discretion of the instructor

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.

Special Needs and Accommodations: Please see the instructor about any special problems or needs at the beginning of the semester. If you are seeking accommodations based on a disability, you must provide a disability data sheet, which can be obtained from the counselor for special needs.

Writing Assistance: For free, personalized conferences on writing assignments, including lab reports, call to make and appointment or go to the Writing Assistance Center in Room 229, Bisdorf Building, 703-845-6363.

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.

Cheating: Cheating includes: giving or receiving assistance when you are expected to work on your own, plagiarism, and presenting data or information as your own when they are not. If anyone is caught cheating in lab, he or she will fail the laboratory portion of the course.

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**

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