

GENERAL AND GRADING POLICIES FOR BIOTECHNOLOGY

GENERAL POLICIES:

1. Exams will be given only on the announced dates. No make up exams will be permitted.
2. Roll will be taken in the form of assignments handed in (or possible random roll taking,) so be sure and attend all classes and hand in assignments at end of lab.
3. Missing three or more lab periods will result in a failing grade for the class. Medical or personal emergencies will be dealt with on an individual basis.
4. Late assignments will NOT be accepted.
5. No make up laboratory sessions, exams or quizzes will be provided (unless prior arrangements have been made.)

Academic Policy on Cooperation verses Cheating.

In lab you are encouraged to discuss your results with your lab partner(s). This is very productive as it will improve your communication skills and help to solidify your answers. The lab is designed to be a learning experience. Do not be afraid to ask questions, but do first try to figure out the answers yourself. Your own wording and answers for the questions in the lab assignments are required. Any evidence of copying directly or cheating on labs or exams will not be tolerated. You will receive a failing grade for the assignment and your actions will be reported to the Dean of Students.

GRADING: - The following is a breakdown of the grading scale:

90-100% A; 80-89% B; 65%-79% C; 55-64% D; Below 55% F

A sliding scale will be utilized to determine your grade. If you score above specific percentage, you are guaranteed that grade. The class average will be computed and this average will be used to adjust the curve. For example if the class average is 62% (8% less than the normal 70%) than the curve is lowered 8% (ex. 82% is an A, 72% is a B, etc.) Previous classes always come very close to a normal curve, so do not rely on the curve deviating too much from normal. In addition to the sliding curve, I use cluster analysis. I look for clear breaks in the grouping or scores to decide the final grade. Like the sliding curve, this cluster analysis can only help your final grade. Please note that individual test curves are provided as a courtesy and do not guarantee a grade, as lab scores and the final exam score may result in the curve shifting.

The lecture score will be decided by 3 exams (you can drop your lowest score.) The final will emphasize the last portion of the lecture, however; there will be some cumulative aspects (and the final must be taken.) The exam will have a Scan Tron and a written portion. Exams will be standardized to 100 pts for a total possible score of 300 pts. The lecture grade will determine 70% of class grade, and the lab portion will decide the remaining 30% of the grade.

The following is a breakdown of the points possible in lab:

Lab Notebook (Graded 3-4 times a semester at random intervals)	100 pts
Two Formal Lab Write Ups/Presentations	100 pts
Lab Practicum (format will be explained in class)	75 pts

Pre Lab Quizzes (apx. every other week)	100 pts
Post Lab Review Sheets	50 pts
Participation and Attendance	25 pts
TOTAL	450 pts

Explanation of Grading Components

Lab Notebook: Starting with the third week of class, a lab notebook will be used in lab.

Remember to have a three ring binder with your SOPs in it, and keep it with your notebook at all times. The construction and grading criteria of the lab notebook are covered in the Lab Notebook Lab.

Formal Lab Write-up and Presentations: Two formal labs write-ups with accompanying class presentations will be required. The format of the write up is covered in the Formal Lab write-ups handout. These presentations will be discussed as the class progresses, and is contingent on total class enrollment in determining format.

Pre Lab Quizzes: About 8 total, each worth 15 pts. Format and timing will be at my discretion. Quizzes will cover previous material and possibly introductory material relating to the current lab. You can drop your lowest score or missed quiz.

Participation and Attendance: You really have to screw up to loose points here. Only if you are routinely late, ill prepared, annoying or distracting will points be deducted.

Lab Praticum: This is a lab final similar in format to other practicums (lab equipment, data analysis, technique etc. will be covered.)

Post Lab Review Sheets: A complete set of these sheets will be distributed during the third week of class, and are due at the end of the lab dealing with a specific subject (HPLC, gel filtration, etc.)

Professional Development. During the semester, we will have numerous opportunities to examine your professional development. Resume writing, presentation evaluations and exit interviews are some of the more prevalent examples. While you are not formally graded on these activities, they are considered when determining your participation and attendance points and are central to your long term success as both a student and scientist.

What I expect of you:

You are expected to have read the text or lab handout prior to the lecture or lab for the week. The laboratory is a collaborative experience and you may be asked to assist fellow students (and myself) in achieving the common goals of the lab. **You should be prepared to study 2-3 hours outside of class for each hour spent in lecture. Be courteous and professional at all times and exhibit a conspicuous interest in the material as well as a sense of humor.** The course is not to be viewed as a compulsory series of exercises that I have to compel you to learn. It is a unique opportunity to gain numerous insights into biotechnology with little to no repercussions (i.e. I cannot fire you!) Additional student rights are listed in the Schedule of Classes pages.

You can expect me to:

Arrive promptly and provide timely assignments with fair grading. Provide an open dialog regarding your progress in class, and be accessible for additional help during office hours. Conduct logical, lucid and enjoyable lectures, complete with ample time to discuss questions that may arise. Design, implement and evaluate a range of lab activities that convey the theory and techniques inherent in biotechnology. Discuss your specific class expectations and facilitate (as much as possible) your professional development.