Luther College Course Syllabus – BIOL 100-L01

Luther College is a federated college at the University of Regina. Grounded in the liberal arts tradition, Luther College is committed to personalized education in a community of scholars who value excellent teaching and engaged learning. Luther courses are student-centred and open to students from all faculties and federated colleges at the University of Regina.

Luther College respectfully acknowledges that it is physically situated on Treaty Four lands, which are the traditional territories of the nêhiyawak, Anihšināpēk, Nakoda, Dakota, and Lakota peoples and the homeland of the Métis/Michif Nation. Our College considers this shared history to be especially significant as we seek truth and reconciliation. We are reminded that we are all treaty people and are aware of the responsibility we have to one another. We encourage you to engage in your learning with an open mind and an open heart.

Course Number: BIOL 100
Course Title: Cells to Organisms 1
Lecture Instructor: Laura Ambrose
Lab Instructor: Karin Rustad
Lab Teaching Assistants: introduced in the first lab section
Laura's Office Location: LC 113
Karin's Office Location: LB 414.3
Term/Year: Fall 2025
Times and Locations:
Lectures: Tuesday and Thursday, 1:00 to 2:15 pm, Luther College Room 211
Labs: Tuesday, 2:30 pm, LB 411, Lab section BIOL 100-090, week 1 on lab schedule, **start Tuesday, Sept. 9/25, refer to Lab Syllabus for more details**

Pre-Requisites/Co-Requisites: This class is part of the Luther College English-Science Bundle. You must be registered in CHEM 104 and ENGL 100 to be in this section of BIOL 100. If you are not registered in those classes, you need to register in the other BIOL 100 section, BIOL 100-001.

There are no high school requirements for this course, but the content might be challenging and require extra work for students that have not taken BIO 20 or BIO 30. Biology 30 and Chemistry 30 are strongly recommended as background preparation. This course is designed for biology majors, pre-professional students, secondary education science students, and those wanting two semesters of biology. If you are looking for a single semester Biology course, you could consider taking BIOL 140 or BIOL 150.

Office Hours:
Wednesday from 3:00 pm to 4:00 pm
Thursday from 9:00 am to 11:00 am, or by appointment.
I may also be available before and after lectures.
And when my office door is open.

Any student who may need accommodations should discuss these with the course instructor or contact the Centre for Student Accessibility at Student Accessibility | UR Accommodated, University of Regina (uregina.ca). **Due to the confidential nature of the conversation, please make an appointment to discuss your accommodation or other personal matters.**

Course Description:

An examination of biological molecules, cell structure and fundamental cellular processes, bioenergetics, genetics, evolution, and animal and plant physiology.

Instructor's Bio:

I have been teaching at the post-secondary level since my graduate school days in 1996. My academic background is in Ecology (undergraduate) and Plant Ecology (graduate). I have worked on projects about spiders, meadow voles, prairie plant communities, nitrogen deposition, and seed banks. More recently, I have been working on the implementation of assistive technologies in the post-secondary classroom, implementation of non-majors biology classes and labs online, the use of AI in teaching and learning, and ways to implement principles of Universal Design for Learning in online and in-person classes.
https://www.luthercollege.edu/university/academics/faculty-profiles/laura_ambrose

Learning Objectives and/or Outcomes:

Students will understand and be able to talk about the following:

1. The process of science, how science knowledge is generated, and how to think critically about the science information we read each day.

2. Introductory understanding of the unifying principles of biology: gene theory, cell theory, evolution by natural selection, and homeostasis.

3. The foundation patterns of inheritance, including how genes are inherited and the impact on the whole organism

4. Introductory understanding of cellular respiration and photosynthesis.

5. Introductory understanding of the molecular structure of cells, cell organelles, cell membranes, and cell functions

Meta-skills and/or Capabilities:

Through lectures, lab activities, and studying, you will develop some meta-skills that will help you in all areas of your life, including academic and professional aspects. Every university class develops these kinds of skills, but in this class, you will find emphasis placed on the following meta-skills:

1. Communication. You will understand information delivered in a variety of formats, including notes, verbal lectures, verbal instructions, videos and data. You will also learn to write using biological terminology and in scientific formats.
2. Numeracy. You will begin to understand how scientific data is used to calculate measures of outcomes of scientific experimentation. You will investigate various formats for communicating patterns and trends based on the data and calculations.
3. Teamwork. You will develop skills in working with a group of students in the lab. In most lab periods you will work cooperatively with other students to complete tasks and learn the concepts needed to complete independent assessments.
4. Personal skills. Success in any university course requires a student to develop time management, goal setting, and work ethic skills.
5. Alongside the academic goals of this course, I hope that you develop an academic mindset and see yourself as a person of learning. This will allow you to understand how to be successful in university courses, and beyond.

Delivery Mode and UR Courses:

This is an in-person course. Lectures and labs will be delivered on campus.

Required Readings or Texts:

Biology 2e from openstax https://openstax.org/details/books/biology-2e
This book is free, online, open source, and peer reviewed. It will serve as a reference for the topics we are covering in the lectures and labs. The readings are not required, but they may be useful for studying.

Electronic Resources:

It is expected that you will log in and check UR Courses **at least once per week**. On this course website you will find:

- The lab notebooks
- Lecture notes from class
- Required pre-lab quizzes
- Engagement quiz activities
- Grades
- Email and discussion forums
- Required video links and documents for learning content

Evaluation Components and Due Dates

Evaluation Component	Grade Weight (%)	Date
Midterm 1	14	Wed Oct 15, in person, in class
Midterm 2	20	Wed Oct 29, in person, in class
Final Exam	35	**Tentative Wed Dec 10 9:00 am**
Lab quizzes	30	Refer to lab syllabus for details
Engagement Quizzes *	1	Check each quiz
Total	**100%**	

* Engagement Quizzes include the Academic Integrity Quiz and the Syllabus Quiz. Check each quiz for closing dates.

Note: All assessments are in person and required. Failure to complete an assessment will result in a grade of NP (not passed). If an assessment is missed, please contact the instructor as soon as possible.

Class Schedule

Week #	Lecture Dates	Topic	Lab
1	Sep 2 Sep 4	Introduction to course Seven Characteristics of Life	
2	Sep 9 Sep 11	Water, carbon, bonding Macromolecules	Lab 1
3	Sep 16 Sep 18	Macromolecules Cell Structure	
4	Sep 23 Sep 25	Cell Structure Cell Membranes	
5	Sep 30 Oct 2	TRC Day no class Midterm 1	
6	Oct 7 Oct 9	Metabolism Metabolism	
7	Oct 14 Oct 16	Cellular Respiration Fermentation	
8	Oct 21 Oct 23	Photosynthesis Photosynthesis	
9	Oct 28 Oct 30	DNA, Replication Mitosis, Meiosis	
10	Nov 4 Nov 6	Meiosis Midterm 2	
11	Nov 11 Nov 13	Break week No classes	
12	Nov 18 Nov 20	Inheritance Inheritance	
13	Nov 25 Nov 27	Inheritance Evolution	
14	Dec 2 Dec 4	Evolution Evolution, course evaluations	
15	Dec 11	Final Exam, 2:00 pm **tentative**	

NOTE: every effort will be made to maintain this schedule, but dates and class content may be subject to change. You will be notified if there are major changes to this outline.

Professional Conduct & Policies

Accessibility:

The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience. The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and support to enable students with disabilities, health conditions, illnesses, and injuries to approach their studies in an equal and effective manner. Students who need these services are encouraged to register with the Centre for Student Accessibility to discuss the possibility of academic accommodation and other supports as early as possible. The deadline to register and/or request accommodation letters for instructors coincides with the W drop deadline(s) for courses each semester. To register with the Centre for Student Accessibility, please book an appointment with an Accessibility Advisor by calling 306-337-2200 or emailing student.success@uregina.ca. For further information on what is required to register and receive academic accommodations, please explore the website: Student Accessibility | UR Accommodated, University of Regina (uregina.ca).

Academic Honesty:
In this class, you will be held to high standards of academic conduct.

In an exam or quiz, cheating includes:
- copying from someone by looking at their exam or talking to them
- using something you have brought into the exam that you are not allowed to have

For this course, for any quiz or exam, you are not allowed to have any electronic devices, including cell phones, smart watches, text messaging devices, translators, or calculators. These items need to remain in your backpack or coat, separate from where you are sitting to write the exam. In any case of suspected cheating, notation will be made beside any question attempted to that point, you will continue with the exam, and then any evidence, along with your exam, will be handed over to the Assistant Dean for investigation. Disciplinary action could include zero for the exam, zero for the course or expulsion from the University of Regina. A zero in a course that arises from academic misconduct is marked with a special notation and remains as a permanent record. In all cases, the misconduct is recorded with the University Secretary. Each case of misconduct has an impact on the discipline of further cases of misconduct.

Plagiarism is a form of cheating where you represent someone else's work as your own. In this class, this includes having answers from previous semesters in the lab notebooks and copying answers from other students in the lab.

If you are unclear at all about these definitions of cheating and plagiarism, please see me.

This course has been set up to reduce the opportunity for cheating. If you are worried about being prepared enough for an assessment, before you resort to cheating, please reach out. I have great confidence that we can figure out a solution.

Students are prohibited from using generative artificial intelligence text software, such as ChatGPT, on any assignments for this course. Students are expected to complete all course work without substantial assistance from others, including automated tools. Unauthorized use of generative AI is considered a breach of academic integrity. Any suspected cases of academic misconduct will be shared with the Assistant Dean of Luther College for a formal investigation

Required Assessments and Late Submission Policy:

All assessments need to be completed, regardless of whether they are late or on time. If you miss an assessment, you need to contact the instructor as soon as possible. Make up assessments will not be possible after the assessment is returned.

A grade of NP (not passed) is awarded if a student has missed a required assessment.

An important note about grades
Grades for individual assessments will be recorded in UR Courses, but the total grade will not be available. The final grade is calculated according to the grade structure in the syllabus and grades are calculated the same for every student. The passing grade for this course is 50%.
Final grades are unofficial until they are approved by the Department Head and the Dean of Luther College.

Grade appeals must be initiated within 20 business days of the final grades being approved. Refer to the Academic Calendar for procedures that students must follow (https://www.uregina.ca/registrar/assets/docs/pdf/calendar/2025-2026.pdf)

Attendance:

Lecture attendance is strongly encouraged. Learning starts in the lecture, continues in the lab, and is solidified with studying. Please note that **attendance is more than showing up during class time. Attendance means being involved in the class by listening, taking notes, and thinking about the class material.**

Lab attendance is mandatory to get credit for this lab-science course.

From the UR Undergraduate Calendar:

> *Regular and punctual attendance at classes provides a foundation for academic success and is expected of all students. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty. One written warning will be provided to a student before action is taken. This includes, but is not limited to:*
>
> - *being dropped from the course (I have never had to do this);*
> - *being barred from writing the final exam (I have never done this);*
> - *being barred from attending a class or components of a class (this usually only happens when you need skills or content from a previously missed lecture or lab, but we don't have this).*

Use of Cell Phones and Social Media Policy:

You are welcome to bring electronic devices that you are going to use in a productive manner, conducive to the learning environment. It is expected that you will be engaged with the learning process in such a way that other people, including myself and other students, will not be distracted. *Texting, scrolling, and swiping are more distracting than might be anticipated*. Let me

repeat, when you are using technology for non-class or lab related work, it is noticeable and disruptive. Disrupting teaching and learning can be academic misconduct.

Other Policies:

In university classes there is often a misconception about the impact of talking during lectures. Talking is distracting in both auditory and visual ways. It is distracting to hear people talking and it is distracting to see people in a conversation. Refrain from holding conversations during lectures. **It is important that the classroom and labs be a respectful and safe learning space for everyone, including students, the instructors, and any guests. Please be aware of how your behavior affects others.**

Luther College Academic Announcements
Fall 2025

We are mindful that Luther College resides on Treaty 4 territory. These are the territories of the nêhiyawak, Anihšināpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation.

Services for Students with Disabilities, Health Conditions, Illnesses, and Injuries

The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience. The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and support to enable students with disabilities, health conditions, illnesses, and injuries to approach their studies in an equal and effective manner. The Centre for Student Accessibility aims to encourage independence, self-advocacy, and equality for all students, while maintaining privacy and confidentiality. Students who need these services are encouraged to register with the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. The deadline to register and/or request accommodation letters for instructors coincides with the W drop deadline(s) for courses each term. To register with the Centre for Student Accessibility, please book an appointment with an Accessibility Advisor by calling (306) 585-4631 or emailing accessibility@uregina.ca. For further information on what is required to register and receive academic accommodations, please explore the website: https://www.uregina.ca/student/accessibility/index.html

Student Responsibilities and Course Prerequisites

Students are responsible for understanding and following the academic regulations outlined in the University Calendar. Please see the Academic Regulations section of the 2025-2026 Calendar (pp. 55 – 66). Ensure that you have the necessary prerequisite for this class. If not, you will not receive credit for it, and you may have difficulty in completing your degree program. Please note unauthorized video or audio-recording of classes is not permitted. If you have a complaint about this course or the instructor, please contact the Academic Dean of Luther College. 2025-2026.pdf.

Attendance

Regular and punctual attendance is expected of students in their courses. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. One written warning will be provided to the student before such action is taken. (Academic Regulation section of the 2025-26 Calendar). Please see the course syllabus for any additional attendance requirements specific to this course.

University Email Accounts

All official university and course-related correspondence is sent to your University of Regina email account. Check it regularly or have your university email forwarded to your preferred email address; see http://www.uregina.ca/is/student/email/.

Procedures and Dates for Dropping Courses

All changes to course registration must be made through UR Self Service. Students who are not attending but have not formally withdrawn are still considered to be registered, are liable for fees, and are assigned a failing grade of NP for failing to complete the course. **Non-attendance does not constitute withdrawal.** The 2025-26 Academic Schedule indicates the important dates for adding/dropping courses - see 2025-26.pdf.

Last day to add a course and drop a course with no record and receive a 100% refund	September 15, 2025
Last day to withdraw from a course and receive 50% refund	September 29, 2025
Last day to withdraw from a course without a failing grade	**November 17, 2025**

Academic Misconduct – Plagiarism and Cheating

Note the definitions of plagiarism and cheating in the Student Code of Conduct and Right to Appeal section of the 2025-2026 Calendar (pp. 48 – 55), as well as the potential punishments (which range from a grade of 0 on the test or assignment in question up to expulsion from the University). **If you have any questions about the proper methods of citing sources, the extent to which sources (including internet resources) must be cited, or what might constitute plagiarism, please discuss your questions with your instructor before handing in work.** Please note that when you hand in assignments, it is assumed that you handed in the version you intended to hand in – the excuse that you 'accidentally' handed in the wrong file will not be accepted. Note that submitting the same assignment in two different classes is considered academic misconduct.

Procedures for Requesting Deferrals of Final Exams or Term Work

If you are unable to finish your final exam or term work for reasons beyond your control (e.g., illness, accident, death in the family), please contact the Assistant/Associate Dean of the Faculty or College through which you are registered as soon as possible for advice. Procedures for requesting deferral of final examinations or term

work are outlined in the Academic Regulations section of the 2025-2026 Calendar. If you experience any personal difficulties during the term, for example due to illness or family issues, please discuss your situation with your instructor and/or your Assistant/Associate Dean as soon as possible.

University Harassment and Discrimination Prevention Policy

All members of the University community are entitled to a professional working and learning environment free of harassment and discrimination. For more details, see Respectful University Services under the Student Activities, Facilities, and Support Services section of the 2025-2026 Calendar, and the website Respectful University Services | University of Regina (uregina.ca).

Wishing you a successful term!

BIOL 100 – From Cells to Organisms Laboratory

The University of Regina is situated on the territories of the nêhiyawak, Anihšināpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation.
The Regina campus is on Treaty 4 lands, and Saskatoon classes are on Treaty 6 lands.

Laboratory Instructor: Karin Rustad (LB 414.3)

Karin is the coordinator for the BIOL 100 Laboratory. The individual lab sections will mostly be led by teaching assistants (TAs).

Course Description: An examination of biological molecules, cell structure and fundamental cellular processes, bioenergetics, genetics, evolution, and animal and plant physiology. *Notes: Biology 30 and Chemistry 30 are strongly recommended as background preparation. This course is designed for biology majors, pre-professional students, secondary education science students, and those wanting two semesters of biology. Students seeking a single semester introductory course are advised to take Biology 140 or 150*

Lab Materials: This lab provides all lab handouts and associated learning materials on URCourses.

Additional Requirements: You are required to bring safety glasses and a lab coat to each lab, as well as a printed copy of the lab handout that can be found on URcourses.

Overarching Lab Objectives:

- Read and understand scientific writing
- Understand and follow instructions related to scientific procedures and laboratory safety
- Develop time management skills
- Connect hands on lab activities to information learned in lectures

Communication:

- All email communications regarding the lab should be sent using the internal email in UR courses. Please include your lab section in the subject line of the email.
- Questions about lab scheduling or other administrative or personal matters regarding the lab should be sent to the lab instructor using URCourses.
- General content questions should be brought to Karin's office hours. If the office hours do not work for your schedule, you can send an email in URCourses to set up an alternate time to meet.
- Refer to the communication expectations section of this document for more details on communication within the lab.

Office Hours:
Mondays – 1:30 – 2:30pm (online via Zoom)
Tuesdays – 12:00 – 1:00pm
Wednesdays – 10:00 – 11:00pm
Thursdays – 1:00 – 2:00pm

If these times do not fit your schedule, send an email via UR courses to set up an alternate time to meet.

Important Information about the Lab:

- If you are re-taking this BIOL 100, you may not submit assignments, in whole or in part, previously submitted (all submitted work must be original for this attempt at the course); in fact, resubmission of previous work is not allowed for any U of R courses.
- You do ***not*** need to pass the Lab to pass the course. The grade that you earn in the Lab simply contributes to your final course grade, to a maximum of 30%.
- If you are unable to attend a lab you may submit a request to join the makeup lab. If approved, and attended, the grade allotment associated with the missed lab will be transferred to the final lab exam.

Lab Schedule:

Labs begin the week of September 8, 2025 on a modified biweekly schedule. To prepare for the first lab, please read Lab #1 prior to attending the lab.

- There are multiple lab sections for Biology 100. **Make sure that you attend the lab in which you are registered.** The labs are full, and it is not possible to drop in to other sections.
- Labs do not occur every week. See the schedule below for details.
- Labs begin at 8:30 AM, or 2:30 PM. The actual lab work begins at that time, and students should arrive a few minutes prior to the official start time.

Topic	Lab Dates
Classes start September 2nd	
Lab 1: Biological Molecules	Week 1: Sept 8 - 12 Week 2: Sept 15 – 20 Signed syllabus document due September 20th at 23:59 Add/drop date September 15th
Lab 2: Cells and Organelles	Week 1: Sept 22 - 26
No labs this week	Truth and Reconciliation Day – September 30th
Lab 2: Cells and Organelles	Week 2: Oct 8 - 10
Lab 3: Cellular Metabolism	Week 1: Oct 14 - 16 Week 2: Oct 20- 24
Lab 4: Cellular Reproduction	Week 1: Oct 27 - 31 Week 2: Nov 3 - 7
No labs this week	Reading Week
Lab 5: Evolution	Everyone online: Nov 17 - 21
Make-Up Lab Week*	Everyone: Nov 24 - 28
Lab Final Exam	Everyone: Dec. 1 - 5
Classes end Dec 5th	

Use the following table to fill in the actual dates and times for your labs. Use your registration confirmation to determine which section you belong to. Do not use visual schedule builder to determine your lab section and time.

Week 1 Lab Sections Start Sept. 8th	Week 2 Lab sections Start September 15th	Fill in Your actual lab date and time:
		Lab 1:
090 – Tues – 2:30 pm	091 – Tues – 2:30pm	
		Lab 2:
092 – Wed – 8:30am	093 – Wed – 8:30am	
095 – Wed – 2:30pm	094 – Wed – 2:30pm	Lab 3:
096 – Thurs – 8:30am	097 – Thurs – 8:30am	Lab 4:
098 – Thurs – 2:30pm	099 – Thurs – 2:30pm	
		Lab 5:
	My lab final exam date:	
	My lab final exam time:	

Grading:
The lab is worth 100 total points, equalling 30% of your total class grade.
Pre-lab Quizzes ……4 points x 5 labs …… 20points
In-lab Assignments ……7 points x 4 labs …… 28 points
Post lab 5 Quiz …….. 2 points
Lab Final Exam …….. 50 points
Late syllabus submission will result in …….. -10 points

Academic Integrity:
Students of the University are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the university (UofR undergraduate calendar, page 47). It is your responsibility to read, understand, and comply with all university policies. A breakdown of these policies can be found here: https://academic-integrity.uregina.ca.

If you are re-taking this BIOL 100, you may not submit assignments, in whole or in part, previously submitted (all submitted work must be original for this attempt at the course).

Academic integrity requires students be honest. Assignments and exams are to help students learn; grades show how fully this goal is attained. Thus, all work and grades should result from a student's own understanding and effort. Grades are earned, not negotiated. Acts of academic misconduct violate academic integrity, and are considered serious offences by the University. Examples include, but are not limited to, cheating on tests or exams, plagiarizing, copying from others, falsifying lab results, etc. Instances of academic misconduct will be reported to the Associate Dean Academic for investigation. Full details are provided in the Undergraduate Academic Calendar:
https://www.uregina.ca/registrar/academic-calendars-and-schedule/undergraduate-calendar.html

Students are encouraged to understand your obligations as a student, as well as your rights. **Accommodations**: The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca, or visit https://www.uregina.ca/accessibility/index.html.

Important Notes about Attendance, Preparation and Assignments

- **Lab attendance is mandatory** and will be recorded. If you miss a lab, you must contact the Lab Coordinator (Karin) viaURCourses within 48 hours of the missed lab. Travel plans or holidays are not a valid excuse for missing your lab session. More information about attendance, late assignments, communication, and other important topics can be found in the Lab Policies and Expectations document.
- Please read the relevant part of the lab manual for each lab session *prior* to coming to lab. While there will be a brief pre-lab talk at the start of each session, it is important *read the lab manual beforehand*.
- Generally, assignments will be marked within one week, and you may discuss them with your teaching assistants (TAs) during the following lab. Always address content questions to a TA first, and contact the LI if the matter is not resolved to your satisfaction, or for administrative and policy matters.
- If you disagree with the grade on an assignment, you may make a request a re-assessment (send the request to Karin). Although you will NOT be penalized for requesting a re-assessment, the entire assignment will be re-evaluated, therefore your mark may go up, stay the same, or go down. The assignment will be re-graded within one week. This policy does not apply to simple addition errors, which should be immediately brought to the attention of the TA.

What to Expect From the Teaching Assistants (TAs)

- The BIOL 100 TAs are Biology graduate students or senior undergraduate students.
- The role of the TAs is to guide students through the lab and to facilitate learning. They will provide you with the tools to learn and their job is to help you find answers to your questions. However, the TAs will *not* simply provide answers to questions posed in the lab manual or in the lab.
- The TAs can help you to learn biology. It is their job to help guide you to the correct answers.

Laboratory Safety in LB 411

- There is no food or drink allowed in the lab, including candies and chewing gum. Please leave food or drink on the small table outside of the lab.
- Please wear a lab coat while in the lab. Safety glasses must be worn when dealing with heat sources or laboratory chemicals. For those students who wear eyeglasses, safety glasses that fit over eyeglasses are available. Lab coats and safety glasses may be purchased from UR Stores on the first floor of the Research & Innovation Centre (follow the secondary hallway that leads past the entrance to the ta-tawâw Student Centre; UR Stores is RIC Room 110). These safety items will be used in laboratories for other BIOL courses, as well as for CHEM courses.

- Please do not take personal items, coats or backpacks into the laboratory. There are lockers in the hallway for those items; however, you will need to supply your own lock. Small purses/wallets may be stored in the lab if there is space.
- Long hair should be tied back when using a heat source or dealing with laboratory chemicals.
- Some lab activities may require the wearing of disposable gloves. Gloves will be provided in the lab; after use, please dispose of the gloves in the designated containers.
- Know the location of safety equipment such as the eyewash station, shower, fire extinguisher, and first aid kit, as well as the emergency exit route from the lab. (Your TA will review these safety procedures with you.)
- Please do not take phone calls during the lab session (unless there is an emergency).
- Please do not wear open-toed footwear in the lab; this is a standard Health & Safety rule for laboratories.

Communication Expectations

Many courses in the Faculty of Science have a considerable communication component and we expect an appropriate level of professionalism in email correspondence. Remember, anything that you transmit electronically can be converted into a paper document (i.e. business emails can become hardcopy documents).

- All content related questions must be posted to the Student Questions forum, or brought to the lab instructors office hours. No content related questions will be answered via email.
- Administrative questions regarding attendance, accommodations, or equivalent should be sent through the URcourses email; emails sent to an Instructor's personal email address will be returned to you without a reply. The email account will be checked once a day (weekdays only); thus, ensure you do not leave assignments to the last minute, as last minute questions may arrive after a daily check of the lab email.
- Use formal business format when corresponding with your Instructors, TAs and peers via email, and only send emails from your URegina email account. Use a formal greeting, body and closing. Unless you are told otherwise, use the proper honorific (eg. Ms., Dr., Mr.) with the correct spelling of the individual's surname.
- Avoid using slang, "texting" short forms, and inappropriate language or tone in emails to your instructor, your TAs and your peers. Aggressive behaviour, rudeness, etc. in email is a form of non-academic misconduct, and you can be reported for instances of poor behaviour. All students are expected to follow the student code of conduct as outlined in the academic calendar.
- Send emails only for issues that can be responded to quickly and easily. While questions by email are welcome, avoid bombarding Instructors with questions as they come to mind; one well-thought-out email with a few questions is more respectful of your Instructor's time than three or more emails sent in haste. Remember to look for answers first, before emailing your Instructor.
- Please note that assignments will not be pre-graded or provided with general comments prior to grading --- do not email them to request this level of assistance, or expect this in lab. There are help documents available, and the lab handout gives extensive details of what is expected of an assignment and in lab processes. Part of your responsibility as a student is determining what you need to do to complete what is expected of you; assignments allow you to develop your critical thinking skills.

Policy on Late Assignments

To earn a grade in the lab, all assignments and quizzes must be submitted (and be complete), before the last day of classes. Eligibility to write the lab exam depends on the completion of all lab assignments and lab quizzes before November 24th at 11:59pm.

Emailed and paper copies of data or assignments will not be accepted for any reason.
It is your responsibility to complete all tasks within a timely manner. Your instructor will not check in to remind you to do your work. It is your responsibility to make sure you have backup copies of assignment files. "My hard drive crashed" is not a valid reason for missing deadlines.

Lab quizzes completed after the due date will earn a grade of zero. No exceptions will be granted regarding the quizzes.

Late assignments will not be accepted for credit, unless you provide your Lab Instructor with appropriate documentation to support a valid reason. Documentation must be provided within two days of the assignment due date.

Re-evaluation of Laboratory Work

If you are not satisfied with the grading of a lab assignment you may have it re-evaluated. The lab policy on re-evaluation of student work is that students must first take the time to read over the grader's comments as well as to review the posted marking guide or rubric and any posted examples of exemplary work (if applicable). For this reason, requests for re-evaluation cannot be made until 24 hours after your graded work has been returned to you or your grade has been posted. Note that this policy does not apply to simple addition errors, which should be brought to the attention of your Lab Instructor as soon as possible after the assignment has been returned.

Prepare a written summary of your concerns related to the grading of your work using the *Re-evaluation Request Form* available on UR Courses. This re-evaluation must be requested within THREE DAYS of the date on which the graded work was originally handed back or posted.

Reevaluations may result in an increase, maintenance, or a reduction in your grade. You will NOT be penalized for requesting a re-assessment. The assignment will be re-graded within one week.

No lab work will be graded until the syllabus has been signed in the section below. If you hand this document in late, you earn a ten point (three percent) penalty to your final lab grade.

Lab syllabus and expectations acknowledgement

Fill in the blanks below and sign and date the document. Your typewritten name will count as your signature, if you are unable to add a digital signature. You may also print this page, sign it, and re-digitize it. Submit this entire document to URcourses after it has been signed.

I, _____ (full name here), student #: _____, am registered for BIOL 100 in the Fall, 2025 semester. I have read and understood the policies and expectations for the lab, including what it means to be academically honest.

SIGNATURE: DATE: