BIOL 100-001, -002, -003 - Biology I – From Cells to Organisms –
Syllabus for Fall 2025 ("202530")

Instructors

Lecture:

Mark Brigham

email: mark.brigham@uregina.ca

LB 257

Harold Weger

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LB 255

Laboratory:

Karin Rustad

email Karin Rustad via: *BIOL 100 Lab UR Courses site*

LB 414.3

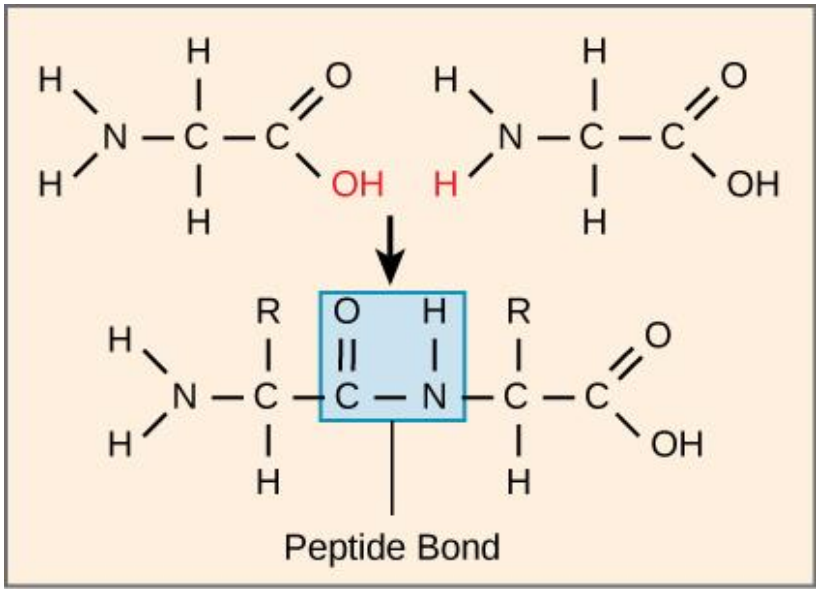
Course Description: *An examination of biological molecules, cell structure and fundamental cellular processes, bioenergetics, genetics, evolution, and animal and plant physiology. *Notes: Biology 30 and Chemistry 30 are strongly recommended as background preparation. This course is designed for biology 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**

There are two (2) UR Courses sites for BIOL 100 (one for the laboratory and one for the lecture).

Territorial acknowledgement: 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.

Lectures:

- Lectures are MTR from 1:30 PM to 2:20 PM in the Education Auditorium (EA 106).
- Lectures begin on 2025/09/02. Please see the syllabus for the days on which there are no lectures (holidays and Fall Break).



Peptide bond formation via a condensation reaction.

OpenStax Biology 2e.
OpenStax CC BY 4.0

Laboratories:

- The BIOL 100 laboratory is Lab Building (LB) room 411.
- Please attend your assigned lab section. Your lab section is in the format BIOL 100-0XX.
- There are five (5) labs in total, plus a lab exam.
- Please check the **lab schedule** to see when your lab section meets.

UR Courses:

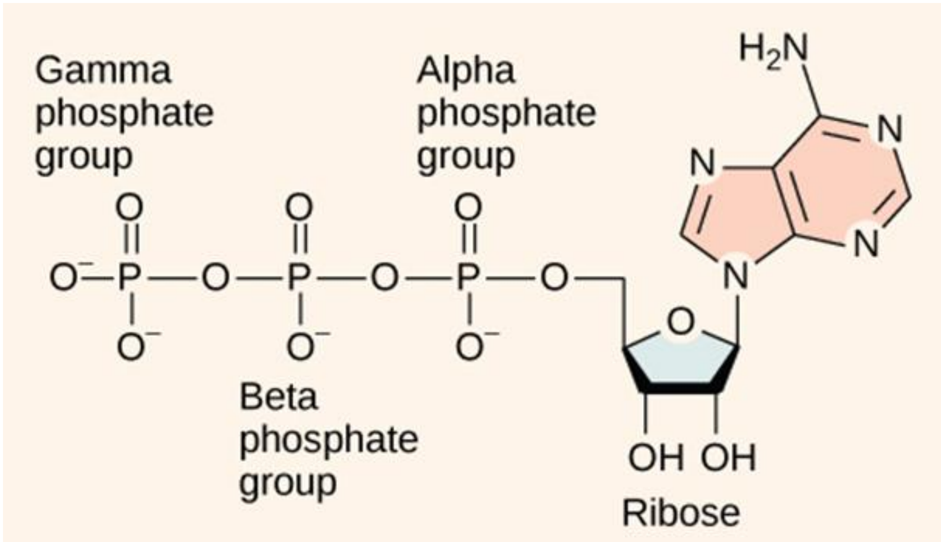
- There are **two UR Courses sites** for BIOL 100:
  1) Lab site.
  2) Lecture site.
- You need to look at both!

Benedict's test for reducing sugars.

HunterRSC
Creative Commons Zero, Public Domain Dedication

A Couple of Notes about the Biology Program:

1) Biology **majors** should consider taking **CHEM 104**, **CHEM 105** and **CHEM 140** as *early as possible* in their B.Sc. program
2) Students looking to take an *elective* Biology course are welcome in BIOL 100 but should also consider BIOL 140 or BIOL 150 (BIOL 100 and 101 are *majors* Biology courses).



Adenosine triphosphate (ATP), the "energy currency" of a cell.

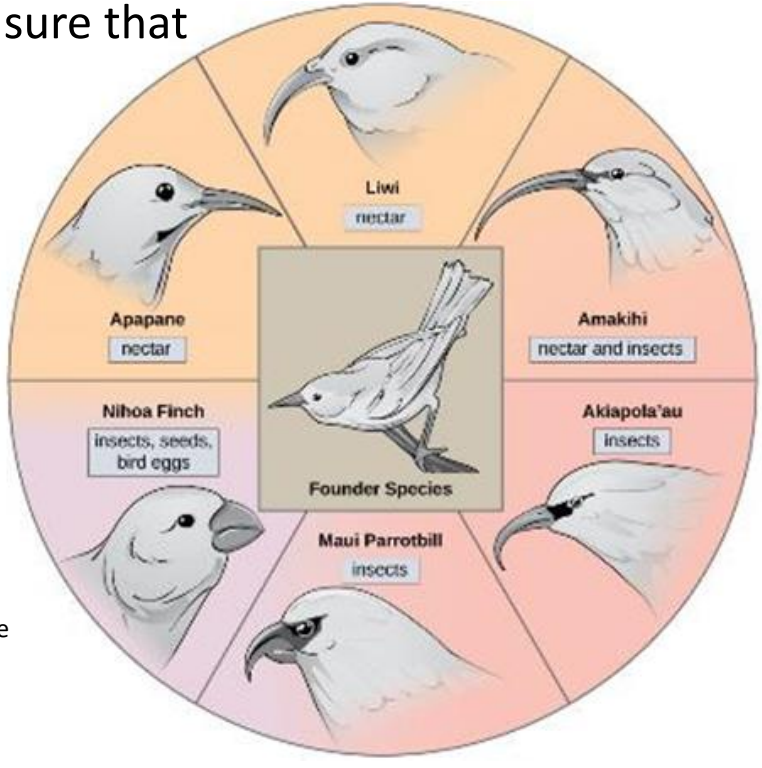
Specialized Accommodations:

Student Accessibility (https://www.uregina.ca/accessibility/student/) 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 Student Accessibility to discuss the possibility of academic accommodations or other supports as early as possible. For further information, please email accessibility@uregina.ca or phone 306-337-2200.

Communication within the BIOL 100 Course

- Everyone associated with the U of R has a U of R email address:
  xxxxxxxxxx@uregina.ca

- Please regularly check **your U of R email address** for important information.
- If you prefer to use a non-U of R email address (e.g. Gmail, Outlook etc), it is possible to set your U of R email address to forward to your preferred email address.
- Emails to the class are also visible via the **News Forum** section of the UR Courses site.
- When sending a message to an instructor, please make sure that the following information is present:
  -a descriptive subject line
  -your name
  -your student number



Evolution of the Hawaiian honeycreepers. This is an example of adaptive radiation.

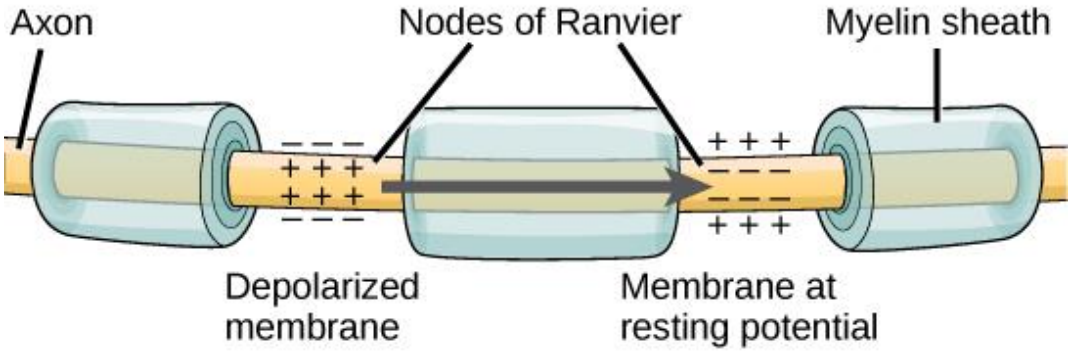
Grading:

Lecture Mid-Term Test #1	*12.5%*
Lecture Mid-Term Test #2	*17.5%*
Laboratory (details in the Lab BIOL 100 UR Courses site)	*30%*
Lecture Final Exam	*40%*

- There is no requirement to pass the final exam to pass the course (although it helps).
- Passing grade = 50%.

Materials Tested for the various Tests/Exams:

- Mid-term #1 – first third of the lectures.
- Mid-term #2 – middle third of the lectures.
- Lab exam – all five labs.
- Final exam – all of the lecture material, with an emphasis on the final third (approximately 25%/25%/50% for the three parts of the course).



Nodes of Ranvier are gaps in myelin coverage along axons. Nodes contain voltage-gated K^+ and Na^+ channels. Action potentials travel down the axon by jumping from one node to the next.

Course Materials:

Lab Manual (required): Accessed via the BIOL 100 Lab UR Courses site.

Textbook (optional): **OpenStax Biology 2e**. This is an open access book; available from https://openstax.org/details/books/biology-2e. (Please note that "Concepts of Biology", also produced by OpenStax, is an entirely different book.) There are no assigned readings from the textbook.

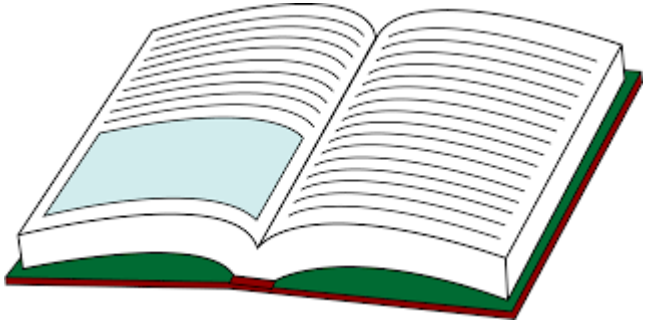
Course textbook

Not the course textbook

More Information About Textbooks

Student evaluation forms from previous years have made it very clear that some students find a textbook invaluable in BIOL 100, while other students consider a textbook completely unnecessary. So, what to do about the textbook? To use one or not to use one? It really depends upon you as an individual, and your own learning style. Comments about the textbook from previous course evaluations range from “The textbook is extremely useful” to “If you take good notes in class, then you don't really need it”. The instructors of this course suggest using a textbook, but it is not obligatory.

There are no assigned readings from the textbook, and the lecture material is not directly from the textbook (although the textbook does cover most of the material).



For students that wish to have hard copy of the textbook, it may be purchased from Amazon Canada. A hard cover copy of the textbook costs ~$75.00, while a soft cover version costs slightly less (a Kindle version is also available).

Policies and Procedures

1) The final lecture exam covers the entire course (lecture portion).
2) Students must complete each laboratory session; this is mandatory.
3) This course falls under the Academic Regulations of the University of Regina and the Faculty of Science (these regulations are printed in the General Calendar, available at https://www.uregina.ca/registrar/academic-calendars-and-schedule/undergraduate-calendar.html
4) The grading scheme for the course is the same for all students in the course. **There is no opportunity to boost a grade by doing "extra work"**, and there are no adjustments to grade allocations for the various tests and assignments.

Policies and Procedures for Missed Lecture Mid-Term Tests and the Final Exam

1) If a student misses a mid-term test, the student should email the instructor immediately (within 48 hours) explaining the situation and providing documentation if requested. A make-up test will be provided only in extenuating circumstances (e.g., urgent medical appointment, personal emergency, counselling, funeral). Students who miss a mid-term test and receive approval for a make-up test, will write a make-up test on December 4 during lecture time. Alternatively, students who are approved for a make-up mid-term test may elect to transfer the weight of the mid-term to the final exam. Students who are not approved for a make-up test will receive a grade of 0% for that mid-term.
2) "Deferred" final exams can only be granted by the Associate Dean, Academic (for Faculty of Science students), or by the Deans and/or Associate Deans of other Faculties or Federated Colleges. The course instructors **cannot** grant deferred final exams.

Biology 100 - Laboratory Schedule – Fall 2025

Labs begin the week of September 8, 2025, on a modified biweekly schedule. There are multiple lab sections for Biology 100. **Make sure that you attend the lab in which you are registered.** 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	

Visual Schedule Builder

Note: Visual Schedule Builder often has trouble with lab schedules; please use the *official BIOL 100 lab schedule* to determine when to attend lab.

*Further lab details are found in the **BIOL 100 Lab UR Courses site**.*

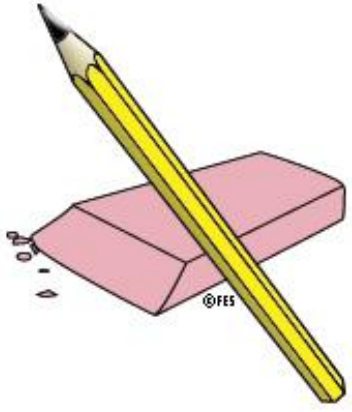
Lecture Schedule for Fall 2025 - This chart represents an *approximate* lecture schedule for BIOL 100, indicating the order of topics to be covered and the approximate date(s) for each topic.

Date	Lecture #	Topic	Date	Lecture #	Topic
2 Sep (W)	1	Course Intro, Nature of Science	21 Oct (T)	21	Cell Division 1
4 Sep (R)	2	Basic Chemistry	23 Oct (R)	22	Cell Division 2
8 Sep (M)	3	Water, Carbon	27 Oct (M)	23	Genetics 1
9 Sep (T)	4	Biological Molecules 1	28 Oct (T)	24	Genetics 2
11 Sep (R)	5	Biological Molecules 2	30 Oct (R)	25	Genetics 3
15 Sep (M)	6	Cell Structure 1	3 Nov (M)	26	Evolution 1 – Charles Darwin
16 Sep (T)	7	Cell Structure 2	4 Nov (T)	27	**Mid-term Test #2**
18 Sep (R)	8	Membranes 1 (*online lecture*)	6 Nov (R)	28	Evolution 2
22 Sep (M)	9	Membranes 2	10 – 15 Nov	---	*Fall Break (no classes or labs)*
23 Sep (T)	10	Metabolism & Bioenergetics 1	17 Nov (M)	29	Evolution 3 – Evolution of Populations
25 Sep (R)	11	Metabolism & Bioenergetics 2	18 Nov (T)	30	Evolution 4 – Origin of Species
29 Sep (M)	12	**Mid-term Test #1**	20 Nov (R)	31	Neurons & Nervous Systems 1
30 Sep (T)	---	*National Day for Truth & Reconciliation*	24 Nov (M)	32	Neurons & Nervous Systems 2
2 Oct (R)	13	Metabolism & Bioenergetics 3	25 Nov (T)	33	Muscle Physiology 1
6 Oct (M)	14	Respiration 1	27 Nov (R)	34	Muscle Physiology 2
7 Oct (T)	15	Respiration 2	1 Dec (M)	35	Animal Behaviour 1
9 Oct (R)	16	Respiration 3	2 Dec (T)	36	Animal Behavior 2
13 Oct (M)	17	Photosynthesis 1	4 Dec (R)	37	Mid-term Make-up Tests
14 Oct (T)	18	Photosynthesis 2			
16 Oct (R)	19	Photosynthesis 3			
20 Oct (M)	20	Genes to Proteins	11 Dec (R)	2:00 PM	**Final Exam (duration 3 hours)**

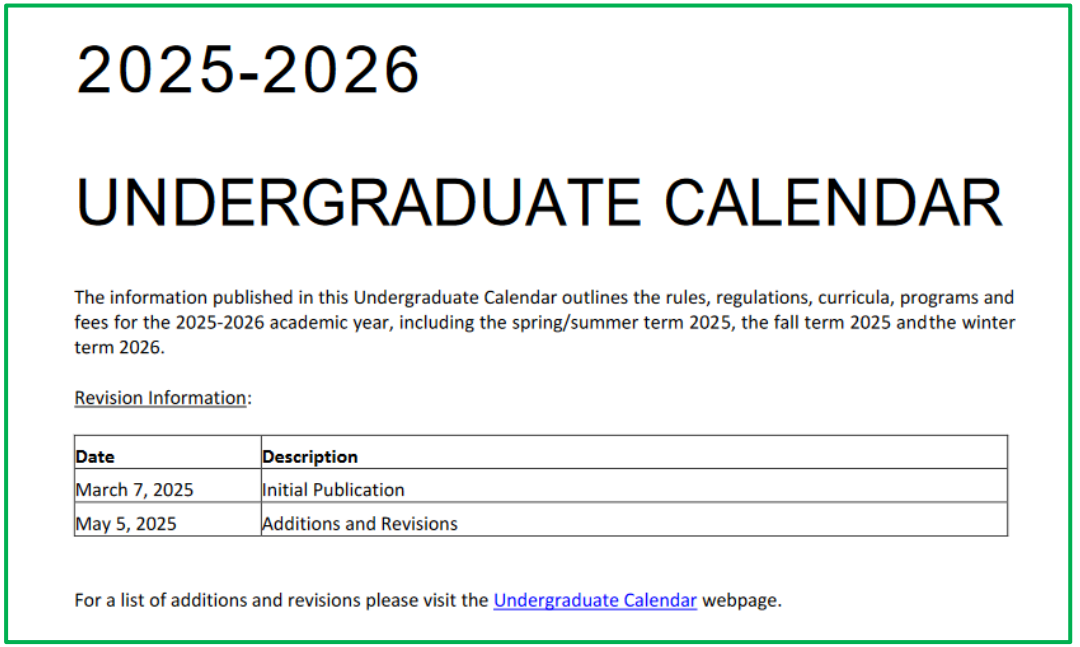
Material to Know for Lecture Tests/Exams – The chart on the previous page represents an *approximate* lecture schedule, indicating the order of topics to be covered and the approximate date of the lecture. For many of the topics, a standard biology majors textbook (e.g. OpenStax Biology 2e) provides much more detail than the lectures, and in a few cases the lectures provide more detail than the textbook. You are responsible for <u>understanding the material at the level of detail provided in the lectures</u>. Material that is not covered in lecture will not appear on a test/exam.

Tests/Exams for the Lecture

- A combination of short answers (might include diagrams) and multiple choice.
- Mid-terms – are written in the Education Auditorium (= the BIOL 100 lecture hall).
- Final Exam – will written in a gym in the Kinesiology Centre.
- For tests/exams, please bring a pencil and a spare pencil.
- Please bring an eraser (a good one; not a crappy one that simply smudges things).



Student Code of Conduct (from the Undergraduate Calendar) - https://www.uregina.ca/registrar/academic-calendars-and-schedule/undergraduate-calendar.html



2025-2026

UNDERGRADUATE CALENDAR

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2025-2026 academic year, including the spring/summer term 2025, the fall term 2025 andthe winter term 2026.

Revision Information:

Date	Description
March 7, 2025	Initial Publication
May 5, 2025	Additions and Revisions

For a list of additions and revisions please visit the Undergraduate Calendar webpage.

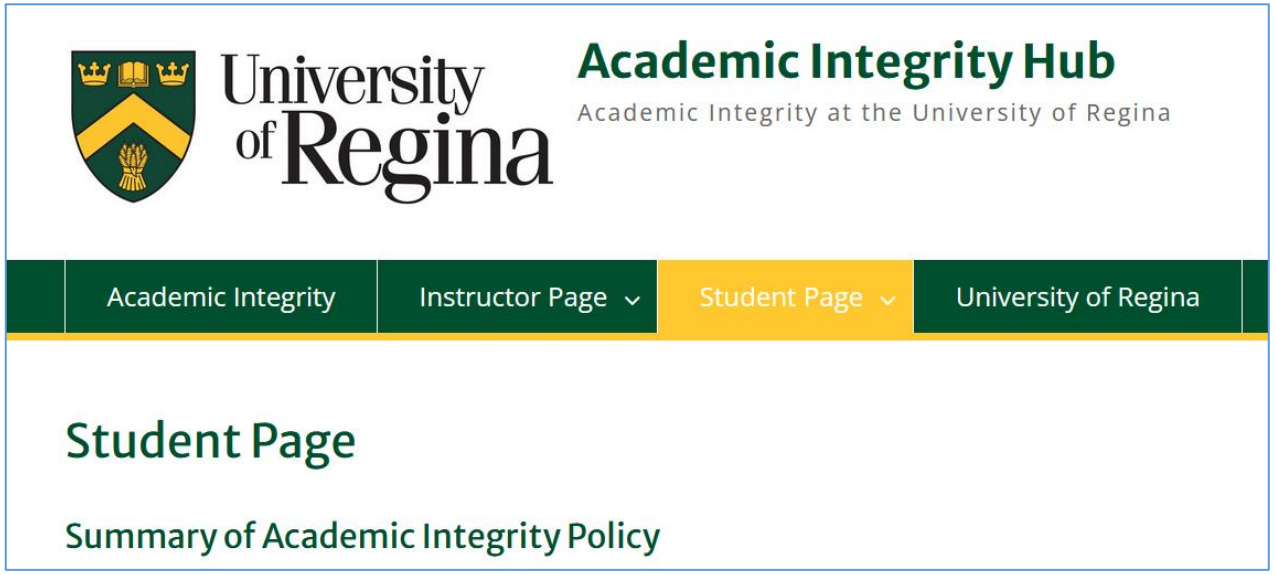
Academic Misconduct regulations & Non-academic Misconduct regulations.

- Both sets of regulations are enforced in this course. Please have a quick read of the regulations in the Undergraduate Calendar.

- Related to non-academic misconduct regulations outlined in the Calendar, the University of Regina also has a *Respectful University policy*: https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html

Academic Integrity

- U of R's Academic Integrity Hub: https://academic-integrity.uregina.ca/.



- There are penalties for academic misconduct (and for non-academic misconduct as well).
- Academic misconduct is reported to the Associate Dean of Science (Student Affairs).
- Academic misconduct penalties can range in severity, from zero on a question on an assignment, zero for the assignment, zero for a question on a test/exam, zero on a test/exam, and all the way to a grade of "XF" (= academic misconduct, equivalent to 0%) for the course. "Repeat offenders" risk being expelled from the university.

Resources

Student Central has *lots of information* and resources for students: https://www.uregina.ca/students/

Program/Academic/Pre-Professional Advising

- Academic advising (about programs and majors, and about pre-professional programs) is available to both UofR and federated college (First Nations University, Campion College and Luther College) students.
- For federated college students, advising appointments are made via the appropriate Registrar's Office and/or Academic Advising Office.
- For U of R students book an advising appointment via the Science Academic Hub (Science@uregina.ca; 306-585-4199; LB 238, https://www.uregina.ca/science/academic-hub/index.html).

BIOL 100 Grades and General Regulations about Graduating

- For many students in this course, this is their first university semester. You may need to make some mental adjustments regarding **university grading schemes**.

- For BIOL 100 in Fall 2024, 22% of the class either dropped the course or failed.

- Class averages in Fall 2024:

Mid-term #1	64.7%
Mid-term #2	60.0%
Final Exam	60.0%
Laboratory	64.2%
Final Grade	64.2%

- Also: Keep in the mind the "60%" and the "65%" rules;
- Completing a degree, diploma or certificate involves regulations about the:
  - **undergraduate grade point average** (typically 60% is required to graduate)
  - **program grade point average** (typically 60% or 65% is require to graduate)
  - **major grade point average** (65% is required to graduate)

  (Check the requirements for your program)

- The **passing grade is 50%** (including in BIOL 100) but accumulating many grades of 50% is not going to lead to graduation.

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 Karin Rustad within 48hours of the missed lab. If approved, and completed, 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 Add/drop date September 15th Signed Syllabus document due September 19th at 23:59
Lab 2: Cells and Organelles	Week 1: Sept 22 - 26
No labs this week	Truth and Reconciliation Day – September 30th
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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 Group: Section number – week day – time	Week 2 Group: Section number – week day – time	Fill in Your actual lab date and time:
	089 – Tues – 8:30am	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.
Lab Quizzes ..... 35 points
In-lab Assignments ..... 15 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 below.
- 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*.
- **You are encouraged to take notes based on the pre-lab reading to aid you in lab.** This does not need to be in a formal lab notebook, but if it is in a physical book (instead of a digitial one) you may bring it with you into the lab space.
- 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.

Lab Assessments:

Quizzes …….. Completed in lab
Table Assignment …….. Due at the end of lab 2
Methods Assignment …….. Due at the end of lab 3
Summary Assignment …….. Due at the end of lab 4

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.

Technology Policy

Technology use is not permitted in the laboratory. This includes, but is not limited to, cell phones, tablets, and smart watches. Labs contain a variety of unpleasant materials that can be unintentionally brought out of the lab on personal devices. All content required for the lab work and lab assignments must be printed and brought to lab. Any students found using an unauthorized device will not be permitted to write the lab final exam .

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 and the whole document has been submitted in the appropriate spot on URcourses. If you hand this document in late, you earn a ten point 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: