

***BIOL 100 Online - Biology I  
– From Cells to Organisms –  
Syllabus for Fall 2025 (“202530”)***

**Instructors**

*Lecture:*

**Harold Weger**

email: [harold.weger@uregina.ca](mailto:harold.weger@uregina.ca)

*Laboratory:*

**Karin Rustad**

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

***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.

## 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](mailto:accessibility@uregina.ca) or phone 306-337-2200.

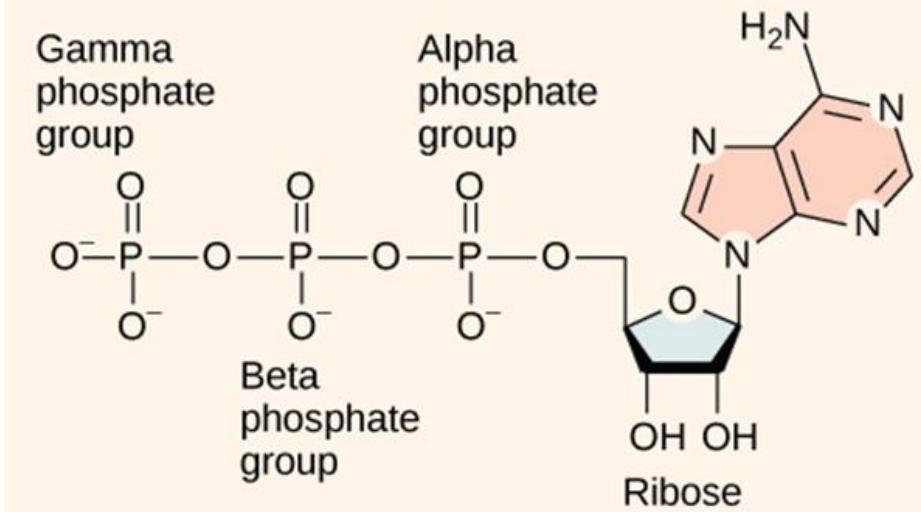
## Lectures & Laboratories:

- The course is online and **asynchronous** (no live lectures or lessons, however tests/exams are scheduled).
- All lecture and lab material is found on the two UR Courses sites.
- Zoom is used for the tests/exams (lab exam, two mid-term tests, final exam).

## UR Courses:

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

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



## Class “Schedule”

- All tests/exams in the course will be held on Tuesday mornings between 9:00 am and noon (Central Standard Time); students must be available on Tuesday mornings for the four scheduled tests/exams.
- Although there are no scheduled labs or lectures, it is important to keep up with the material and assignments.
- The instructors will be available consultation on Zoom on Tuesday mornings (“office hours”).
- The office hours will be modified on days that have scheduled tests/exams (to accommodate the tests).
- Students may make an appointment to meet with instructors (via Zoom) outside of posted office hours. Email the instructor to make an appointment.

## Office Hours (via Zoom, accessed from UR Courses)

- Laboratory – Karin Rustad – Tuesdays 10:30 am – 11:30 am (CST).
- Lecture – Harold Weger – Tuesdays 9:30 am – 10:30 am (CST).
- Office hours meetings use Zoom “waiting rooms”.
- If you are not let into the Zoom meeting right away there may be a student already in the meeting and your patience is appreciated.

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*Benedict's test for  
reducing sugars.*

## Communication within the BIOL 100 Course

- Everyone associated with the U of R has a U of R email address:

xxxxxxxxxx@uregina.ca

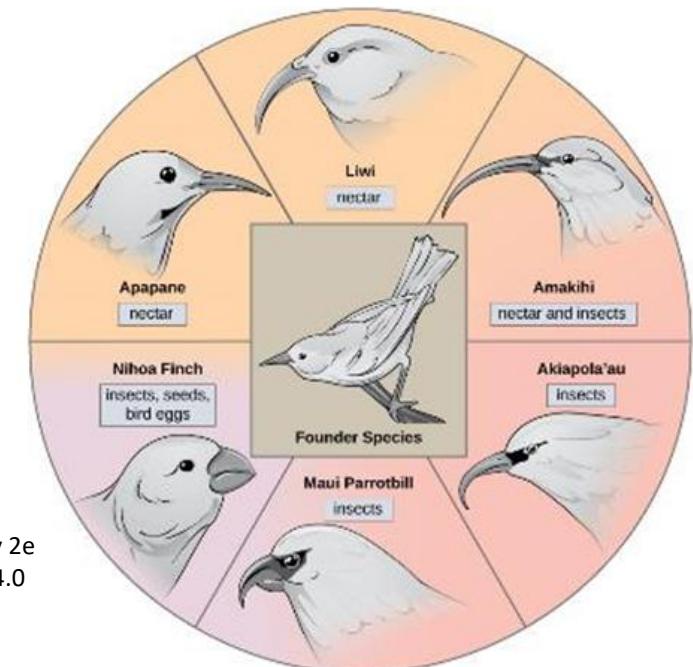


- Please regularly check **your U of R email address** for important information.
- If you prefer to use a non-U of R email address (e.g. Gmail, Outlook etc), it is possible to set your U of R email address to forward to your preferred email address.
- Emails to the class are also visible via the **News 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



News forum

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



## 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*



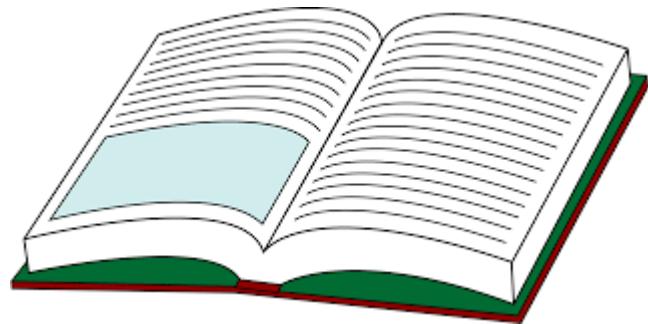
*Not the course textbook*

## 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, 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).



## **Online Biology 100 - Laboratory Schedule – Fall 2025**

Topic	Recommended Completion Dates
<b>Classes start September 2<sup>nd</sup></b>	
<b>Lab 1: Biological Molecules</b>	September 19 <sup>th</sup>
<b>Lab 2: Cells and Organelles</b>	October 3 <sup>rd</sup>
<b>Lab 3: Cellular Metabolism</b>	October 17 <sup>th</sup>
<b>Lab 4: Cellular Reproduction</b>	October 31st
<b>Fall Break Nov 10<sup>th</sup> – 16<sup>th</sup></b>	
<b>Lab 5: Evolution</b>	November 21 <sup>st</sup>
<b>All lab quizzes and assignments must be completed by November 24<sup>th</sup> at 11:59pm CST</b>	
<b>Lab Final Exam</b>	November 25 <sup>th</sup> at 10:30am CST (Regina time)
<b>Classes end Dec 5<sup>th</sup></b>	



Further details about the online BIOL 100 laboratory are found in the **BIOL 100 Lab UR Courses site**.

## **BIOL 100 Test & Exam Schedule**

<b>Test</b>	<b>Material</b>	<b>Date</b>	<b>Time</b>
Mid-term #1	Modules 1 - 4	Tues Oct 7	9:00 – 10:00 am
Mid-term #2	Modules 5 - 9	Tues Nov 18	9:00 – 10:00 am
Lab Exam	Labs 1 – 5	Tues Nov 25	10:30 – 11:45 am
Final Exam	Modules 1 - 12	Tues Dec 16	9:00 am - noon

- The lab exam covers all five (5) of the BIOL 100 labs.
- The final exam is cumulative (covers the entire course; lecture material only).
- The final exam will have an emphasis on the final third of the course (modules 10-12) but will cover the entire course.
- For the final exam, the material will be approximately distributed as follows:
  - 25% - modules 1-4
  - 25% - modules 5-9
  - 50% - modules 10-12

## Grading:

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

## Passing Grade and the Final Exam

- The passing grade for the course is 50%.
- There is no requirement to pass the final exam to pass the course (however, passing the final exam definitely helps in passing the course).

**Material to Know for Lecture Tests/Exams** – The lecture tests will focus exclusively on the material within UR Courses. 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 understanding the material at the level of detail provided in the lectures. Material that is not covered in lecture will not appear on a test/exam.



## Information about Tests:

- For lecture tests, questions will be a combination of multiple-choice and short answer.
- *All tests will be online*, written within the UR Courses sites (lab site or lecture site, as appropriate).
- Students will log in to Zoom prior to the start of the test; the webcam must be “on” at all times.
- Students must be visible (at all times) in the camera frame (in Zoom).



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For all tests/exams in online BIOL 100, you will need:

- 1) a computer
- 2) a webcam (turned “on” so that you are visible in Zoom)
- 3) a stable/reliable internet connection
- 4) a quiet, private space

## Procedures for Lecture Mid-Term Tests and the Lecture Final Exam

- All lecture-associated tests will be conducted online (via a computer) on UR Courses; go the “Tests” section of the Lecture BIOL 100 UR Courses site.
- The “Tests” section will have the test and a Zoom link.
- Tests are live-invigilated via Zoom (your webcam should be “on” at all times).
- For tests, please ensure that you have a quiet, private space (you must be alone) with your computer connected to a stable internet source.
- The mid-terms and the final exam are “closed book”; no reference materials may be used during tests.
- During a test, communication with anyone other than an invigilator is prohibited.
- Cell phones, textbooks, study materials etc. must be far away from the computer used for the test.
- During a test, the only programs or websites that may be open on a computer are: the BIOL 100 UR Courses site and Zoom. Nothing else.
- Mid-term tests are 60 minutes in duration, from 9:00 am to 10:00 am.
- The final exam is three (3) hours in duration, from 9:00 am to noon.
- You will need a webcam for all the tests. The webcam may be integrated into a computer (e.g. part of a laptop) or may be a standalone webcam.
- The webcam must be “on” *before* the test begins, must remain “on” for the duration of the test, and students must always remain within the camera frame.

## Procedures for Lecture Mid-Term Tests and the Lecture Final Exam (*continued*)

- You will be assigned to a “Zoom breakout room” before you write the test.
- Each Zoom breakout room will have a live teaching assistant or an instructor.
- Please start up Zoom *well before the start of a test*. (If you are having technical issues with Zoom or your webcam or your computer system, it’s best to find out beforehand.)
- Alternatively, if you are not familiar with Zoom, feel free to play around with it at some point before the test (day before, two days before?).
- All queries/issues during the exam should be directed to the Zoom breakout room invigilator, using the Zoom Chat function (do not use your microphone).
- What if you are **late for a test**? Students may join a lecture up until 30 minutes of time has elapsed but will have reduced time to complete the exam (no extra time is added because of late entry). No one will be permitted to begin a test more than 30 minutes late.
- Please see pages 57-59 of the Undergraduate Calendar (<https://www.uregina.ca/registrar/assets/docs/pdf/calendar/2025-2026.pdf>) for more exam regulations and University of Regina exam policies.

## **General BIOL 100 Policies**

- 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). 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 for a missed mid-term 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. Course instructors cannot grant deferred final exams.

## 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 and the 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 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 zero for the course.
- Academic misconduct is typically reported to the Associate Dean of Science (Academic); the Associate Dean has the authority to impose additional penalties (especially for “repeat offenders”).



**Academic Integrity Hub**  
Academic Integrity at the University of Regina

Academic Integrity   Instructor Page   **Student Page**   University of Regina

**Student Page**

Summary of Academic Integrity Policy

- If a student feels that an academic penalty assigned by a course instructor is inappropriate, they may discuss this issue with the Associate Dean (book an appointment with the Associate Dean by contacting the Science Academic Hub: [science@uregina.ca](mailto:science@uregina.ca); LB 238; 306-585-4199).



University  
of Regina

# Resources

**Student Central** has *lots of information* and resources for students:

<https://www.uregina.ca/students/>



**Academic Services and  
Resources**



**Student Wellness and Support**

Coming to university is a big life change, and as



**Student Life**

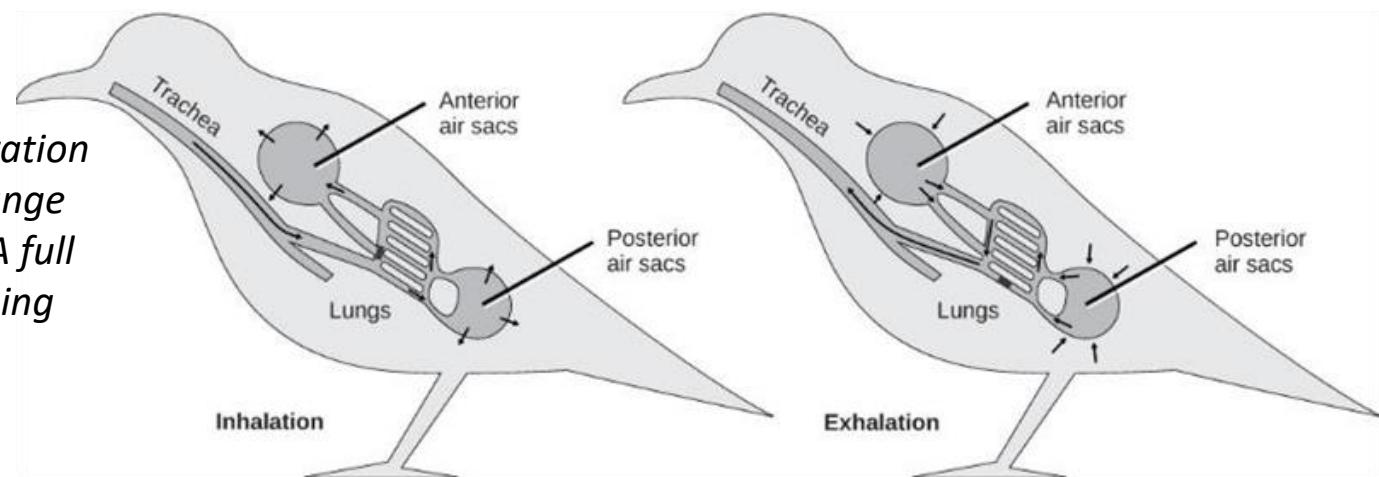
There's more to attending university than just



## 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](mailto:Science@uregina.ca); 306-585-4199; LB 238, <https://www.uregina.ca/science/academic-hub/index.html>).

*Air flow in bird lungs. Avian respiration is an efficient system of gas exchange with air flowing unidirectionally. A full ventilation cycle takes two breathing cycles.*



## **BIOL 100 Grades and General Regulations about Graduating**

- For many students in this course, this is their first university semester/course. You may need to make some mental adjustments regarding **university grading schemes**.
- For the in-person BIOL 100 in Fall 2024, 22% of the class either dropped the course or failed.
- Class averages in Fall 2024 (in-person BIOL 100):

<i>Mid-term #1</i>	64.7%
<i>Mid-term #2</i>	60.0%
<i>Final Exam</i>	60.0%
<i>Laboratory</i>	64.2%
<i>Final Grade</i>	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 required to graduate)
  - major grade point average** (65% is required to graduate)

(Check the requirements for your program)
- A **passing grade is 50%** (including in BIOL 100) but accumulating many 50% grades is not going to help with graduation.

## **BIOL 100 – From Cells to Organisms Laboratory**

**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.

**Laboratory Instructor:** Karin Rustad

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. It is the responsibility of the student to source materials for the individual labs, based on the supply list found on URcourses.

**Other lab requirements:** You are required to have a private work space, a zoom account, stable internet connection, a web camera and microphone in order to complete the lab exam.

**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 URcourses. 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 Lab Policies and Expectations document for more details on communication within the lab.

**Office Hours:**

Tuesdays – 10:30 – 11:30am (online via Zoom)

This meeting uses waiting rooms. If you are not let into the meeting right away there may be a student already in the meeting and your patience is appreciated.

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 laboratory component to pass the course. The grade that you earn in the Lab simply contributes to your final course grade, to a maximum of 30%.

### **Lab Schedule**

- The following are suggested deadlines to keep you on track.
- It is to your benefit to do the labs when you reach the relevant course material.

Topic	Recommended Completion Dates
Classes start September 2 <sup>nd</sup>	
Lab 1: Biological Molecules	September 19 <sup>th</sup>
Lab 2: Cells and Organelles	October 3 <sup>rd</sup>
Lab 3: Cellular Metabolism	October 17 <sup>th</sup>
Lab 4: Cellular Reproduction	October 31st
Fall Break Nov 10 <sup>th</sup> – 16 <sup>th</sup>	
Lab 5: Evolution	November 21 <sup>st</sup>
All lab quizzes and assignments must be completed by November 24 <sup>th</sup> at 11:59pm CST (Regina time)	
Lab Final Exam	November 25 <sup>th</sup> at 10:30am CST
Classes end Dec 5 <sup>th</sup>	

### **Grading**

The lab is worth 30% of your total class grade.

Lab Quizzes	2% x 5 labs =	10%
Assignments	1% x 5 labs =	5%
Lab Final Exam		15%

### **Academic Integrity:**

Academic integrity requires students to 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.

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: [may-2024-2025-ug-calendar.pdf \(uregina.ca\)](https://www.uregina.ca/may-2024-2025-ug-calendar.pdf) Students are encouraged to understand their obligations as a student, as well as their 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](mailto:accessibility@uregina.ca).

#### **Important Notes about Attendance, Preparation and Assignments**

- **Completion of all labs is mandatory.** You will be able to complete all lab quizzes and activities on your own time; however everything must be completed in order to write the lab exam.
- Please read the relevant part of the lab manual for each lab session *prior* to completing the lab and ensure that you have all of the materials available to complete the activity.
- All quizzes will be timed, and are limited to one attempt.
- If you disagree with the grade on an assignment, you may make a request for 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.
- This lab is asynchronous (meaning there are no scheduled meeting times), with synchronous assessments (everyone will write the final exam at the same time).
- You are expected to take ownership of your learning and to keep yourself on track.

#### **Lab Final Exam Regulations**

There will one comprehensive online final exam for this lab portion of the course on November 25<sup>th</sup> during the normal synchronous session time (10:30am). This “closed book” exam may include multiple choice questions, short form questions, and written answer questions. Students are required to write this exam alone, without any in person, or virtual aids or communications of any kind.

- All labs, quizzes, and assignments, must be completed before students will be eligible to write the exam, and **no extensions will be granted regarding the exam date and time.**
- You are required to have a quiet, private space with a computer connected to stable internet to write your exam.
- The exam can be found on URCourses, and you are required to join a pre-assigned zoom meeting while you write the exam. The zoom link, and exam link can be found in the “Exam” section of the Biol100 Lab online URCourses page.

- There will be a brief microphone, camera, and room check before the exam begins. During this check you will be required to show your student ID, or government issued ID. This activity may include a brief turn around your space to ensure that you are alone and do not have course materials available, showing your face and University of Regina, or Government issued ID card on camera, and/or stating the last four digits of your student ID into the microphone. Failure to participate in this activity will be reported to the dean as an act of academic misconduct, which may subject you to a penalty as deemed appropriate by the Dean or Dean's designate.
- You are required to have a functional webcam and microphone, and are required to have both on during the exam. All questions during the exam are to be directed to the invigilator using the chat function, not vocalized. Failure to use a camera during the exam will result in you being reported for academic misconduct.
- The exam will use live invigilators, and pre-assigned zoom rooms. You are encouraged to play around with Zoom before the test day to ensure you will not run into any issues, and to join the exam meeting early to get settled in before the exam starts. (If you are having technical issues with Zoom or your webcam or your computer system, it is best to find out beforehand.)
- All queries/issues during the exam are to be directed to the breakout room invigilator using the Zoom Chat function, not the microphone.
- Once the exam has begun, students will have a maximum of 75 minutes\*.
- Students may join the lab exam up until 30 minutes of time has elapsed, but will have reduced time to complete the exam. (Eg. Harold joins the exam after 15 minutes has elapsed and will only have 60 minutes to complete the exam.) No one will be permitted to begin the exam 30 minutes after the exam has officially begun.
- Please see pages 57-59 of the undergraduate calendar for more exam regulations and University of Regina exam policies.

# LAB POLICIES AND EXPECTATIONS

## INTRODUCTION

This portion of the document is meant to give you a clear outline of your responsibilities as a student in this biology lab. You are expected to read through all the sections before signing the agreements on the last page. Make sure you understand all the information presented here, as you will be expected to abide by the contract you sign.

## 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).

**1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. Please note that assignments will not be pre-graded or provided with general comments --- 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**

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.

- 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.

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 24<sup>th</sup> at 11:59pm.

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.

## **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.

## **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.

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, using artificial intelligence (AI) software, 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/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html> Students are encouraged to understand your obligations as a student, as well as your rights.

## **APPROPRIATE DOCUMENTATION**

Documentation must be provided with 48 hours of an absence and must explicitly state the day(s) missed, the reason for the absence, and when you are able to return to full work\*. It is your responsibility to provide documentation; the lab instructor is not responsible for reaching out to collect the required information. Responsible valid reasons, with proper documentation are:

- personal illness
- death of a family member or person close to you
- family emergency
- team absences

\* A Lab Instructor reserves the right to accept or reject the documentation you provide. Always start your work early, in case you fall sick the day an assignment is due.

No lab work will be graded until the form below is signed and turned in. If you hand the form in late, you earn a two point (two percent) penalty to your final lab grade.

Replace the red font below with the details requested. Your typewritten name will count as your signature. Submit this entire document to URcourses.

### **Lab policies and expectations**

I, **first and last name here** , student #: **student number here**, 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.

NAME: **first and last name here**

DATE: **date of signature**