BIOL 288 – CELL BIOLOGY LAB

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.

Lab Instructor: Karin Rustad
Office: LB414.3

Teaching Assistants: Bernice (Bere), Breeann Michael, and Jay

Labs: The lab will be delivered in person, in Lab Building 320. There will be one in-person presentation; the room location for that class will be shared at a later date.

Office hours and email:
Office Hours: Open door policy, or appointment based
Administrative questions including missed labs, accommodations, and etc. can be sent to Karin through URcourses. Only emails sent through URcourses will receive a response. Email will be checked **once** a day on weekdays, and never on weekends or holidays.

Course description: This is an introductory course in cell biology covering the structure and function of cells and their organelles. *** Prerequisite: BIOL 100 and 101, CHEM 104 ***
* Note: CHEM 104 can be taken concurrently *

Learning outcomes:
1. Prepare fully for a lab, leaving enough time to ask questions a day ahead of a lab.
2. Read material for comprehension and to find key information
3. Follow instructions to collect data accurately.
4. Share data with others in a timely manner.

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

Additional requirements: You are required to bring a stitch bound lab notebook that pages cannot be ripped out of, a lab coat and safety glasses. For those of you who wear prescription glasses, safety glasses that fit over those are required. Each instance of failing to bring one or more of these items to an in-person lab will result in a penalty to your overall lab grade.

Late assignments/missed exam policy: Late assignments/notebooks will earn a zero and will not receive feedback. To earn a grade in the lab, all assignments must be completed by the last day of classes. No assignments will be accepted after April 13th, as per the Academic Regulations in the Undergraduate Calendar (pp. 56, linked below), however in order for them to

be considered for the lab they must be submitted not later than April 2nd by 11:59pm. All missed quizzes will result in a zero.

Attendance policy: Attendance at all labs is mandatory. Any absence or tardiness will impact your lab work, and consequently your lab work and attendance grades. Arriving to the labs late will result in a disruption of the learning of both yourself, and your lab mates. It may also cause you to miss key information required to be successful, or safe in the lab. Labs will begin with a quiz and tardiness will result in missing that quiz.

Grading

The lab is worth 25% of your total class grade. A passing attendance grade is required to be able to write the final exam in this course.

Lab Syllabus submission	- 1% if late
Quizzes/Attendance	4%
Notebooks	8%
Midterm Assignment	10%
Lab work, participation, and independence	3%

Academic integrity: 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. 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 288, you may not submit assignments, in whole or in part, previously submitted (all submitted work must be original for this attempt at the course).

Acts of academic misconduct violate academic integrity, and are considered serious offences by the University. Examples include, but are not limited to, inappropriate use of AI, 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. The University also has an Academic Integrity Hub for understanding what Academic Integrity is, and the processes involved in being reported for academic misconduct. Students are encouraged to understand your obligations as a student, as well as your rights.

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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.

Lab syllabus: all dates and topics are subject to change, as necessitated by illness, closures, or other unforeseen circumstances.

Week of*	Lab topic**	Items of Note
Jan 5th	No Labs	First Day of Classes – Jan 6th
Jan 12th	No Labs	
Jan 19th	Lab 1a: Laboratory Skills	Add/drop date – Jan 19th. Lab Syllabus due for everyone - Jan 23rd at 11:59pm
Jan 26th	Lab 1b: Laboratory Skills	
Feb 2nd	Lab 2: Cell Culture	Online, asynchronous. Quiz due Feb 12th at 11:59pm. No exceptions will be granted for this deadline.
Feb 9th		
Feb 16th	No Labs	Reading Week
Feb 23rd	No Labs	Poster and info sheet due Feb 26th at 11:59pm
March 2nd	Poster Presentations	All sections will present this week. Location TBD.
March 9th	Lab 3a: Cell Death	
March 16th	Lab 3b: Cell Death	
March 23rd	Lab 4a: Cell Motility	Lab Notebooks due by the end of your lab period.
March 30th	Lab 4b: Cell Motility	Lab Notebooks due by the end of your lab period.
April 6th	No Labs	
April 13th	No Labs	Any outstanding assignments are due April 13th at 11:59pm Lab Notebooks must be collected by April 15th

* Blue weeks are the group A lab sections (092, 094, 096, 099), orange weeks are the group B sections (093, 095, 097, 098), and the yellow weeks are for all sections.

** Consider this lab to be a full lab, as it is listed in the course catalogue. Preparing your lab manual may take you a long time, so use the "off weeks" to prepare for the labs and/or completing the assignments, rather than taking them off.

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.

- **Prepare your lab notebook before coming to lab,** based on the pre-lab reading and the keeping a lab notebook document that can be found on URcourses. 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 two weeks, 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 form to Karin). 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 TAs are Biology graduate 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 320

- 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 should be transported to and from the lab space in a plastic bag.
- There are small cubbies in the lab space to hold personal items, but please bring minimal items with you as everything has to fit within that locker or be left in the hallway.
- 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).
- Do not wear open-toed footwear in the lab; this is a standard Health & Safety rule for laboratories. Legs must be covered while in the lab.

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.

Policy on Late Assignments

Emailed and paper copies of data or URcourses 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.

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.

Re-evaluations 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 288 in the 202610 semester. I have read and understood the policies and expectations for the lab, including what it means to be academically honest.

SIGNATURE: DATE: