CELL BIOLOGY LABORATORY
BIOL 3520 – SUMMER II 2017

SECTION:
LABORATORY INSTRUCTOR:
OFFICE / CONTACT: LSCA 349F / glbrooks61@gmail.com, 972-800-8061
SUPERVISOR: Lance Brooks LSCA 349F

LAB MANUAL:
There is no required lab manual for this course. All laboratory protocols will be posted on Blackboard.

Objectives
1. Allow Students to experience a wide range of laboratory techniques that are currently being used not only the cell biology laboratory, but in other areas such as molecular biology, biochemistry, genetics and other disciplines.
2. Show that individual techniques are just steps in a longer investigatory process.
3. Accurately reflect what goes on in a contemporary cell biology laboratory by having the students become active participants in the laboratory process.

COURSE STRUCTURE
Grades in this course are based on the following, using a traditional A (100-90%), B (89-80%), C (79-70%), D (69-60%), F (59-0%) scale:

First Presentation 200 pts. = 20%
Final Presentation 250 pts. = 25%
Midterm 200 pts. = 20%
Final Exam 200 pts. = 20%
Notebook 150 pts. = 15%
Total: 1000 pts. = 100 %
EVALUATION
The final grade will be based on 2 lab presentations one worth 200 points and the second worth 250 points, your notebook worth 150 points a midterm and final exam worth 200 points each. All information gathered will be used to determine you understanding of the concepts and were gaps exist in comprehension of the material.

No late assignments. No assignments will be accepted past the due date.

You will be keeping a comprehensive lab notebook. The notebook should include but is not limited to the following: protocols, data collected during the experiment, your name, section, Lab Instructor, Title of the Lab, abstract, introduction, materials and methods, results, discussion and conclusion sections.

You should have read the basic laboratory protocols posted on blackboard; this will help you created your protocols and complete entries in your notebook.

SUBMISSION OF ASSIGNMENTS
It will be up to you to be present in class in order to get the most out of the laboratory and to collect data in your notebook. Remember that the notebook and being in class is key to doing well on the exam and having data to complete your laboratory papers.

All assignments are due the date stated on the course schedule at the beginning of class. No late papers will be accepted.

ATTENDANCE AND PARTICIPATION
This course is in high demand and the following attendance policy will be strictly adhered to:

Attendance is mandatory, In order for you to gain the most knowledge from this course, every class should be attended.

You need to show up on time, prepared for lab and ready to start on time every time. You will not be allowed to enter the lab late as it disturbs the other students and the instructor. Late is defined as: Any time after your scheduled start time.

If you miss 1 lab during the course of the semester you will be dropped 1 letter grade. If you miss 2 labs you will be dropped 2 letter grades and if you miss 3 labs you will be dropped 3 letter grades and so on. Chronic tardiness will also be a factor in your final grade. If you are chronically tardy you will drop 1 letter grade for every 2 late shows.

There will be no make-up labs! You are adults and are expected to take ownership of your own learning!
**SAFETY**

All safety guidelines must be adhered to, and any directives given by the instructor must be followed. In addition to posing a risk of injury, failure to comply with these provisions will negatively impact the student’s lab performance score and in some situations will result in removal from the classroom. Any safety concern should be brought to the attention of the instructor.

**Personal Protective Equipment (PPE) is “REQUIRED” once you enter the Laboratory.** If you do not have the proper PPE in the lab you will be asked to leave the laboratory area to obtain one.

**PPE:** Laboratory coat that is below the knees, safety goggles, laboratory gloves.

**Items you will not be allowed to wear to the laboratory:** shorts, open toed shoes, and sandals.

**No food or drinks are allowed in the lab at any time.**

Students in the Department of Biology are required to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and properly use safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for all expenses incurred.
ACADEMIC CONDUCT

The Department of Biology takes academic integrity very seriously. Academic dishonesty includes not only cheating on exams, but also plagiarism and collusion. In particular, students are warned to avoid collusion, meaning inappropriate collaboration on assigned homework and lab reports. These assignments are meant to reflect your personal efforts. Copying material from another student’s lab is cheating and will be dealt with accordingly. If you are uncertain of what constitutes academic dishonesty, you need to clarify your concerns with the instructor.

Any incidents or suspicions of academic dishonesty, including plagiarism and other forms of cheating, will be dealt with according to university policy. Sanctions may range from receiving a zero on the assignment to expulsion from the university. The official policies of the university, including a description of actions that constitute academic misconduct, can be found at http://www.unt.edu/csrr/student_conduct/index.html and through sidebar links therein.

PAYMENT STATEMENT

To attend class, you must be paid in full. Check your online schedule daily through the 12th day of classes to make sure that you are not dropped from any class for non-payment. You may be unaware of a drop that occurred for an unexpected reason, such as unapplied financial aid or schedule change fees. The Department of Biology does not reinstate anyone after the 12th class day regardless of cause. It is your responsibility to confirm that all your payments are made and that you are eligible to attend as of 12th class day.

DISABILITY ACCOMMODATION, INCLUDING CHRONIC ILLNESS

The Department of Biological Sciences, in cooperation with the Office of Disability Accommodations (ODA), complies with Section 504 of the Americans with Disabilities Act in making reasonable accommodations for qualified students. Official written requests for accommodation should be submitted through the ODA as soon as possible so that necessary arrangements can be made. As a matter of equity, no accommodation or grade adjustment can be made retroactively, so it is imperative to communicate any needs to the instructor in a timely manner. Note that any considerations for chronic (ongoing, recurring, or episodic) illnesses must also be coordinated through the ODA.

ASSIGNMENT OF THE GRADE OF INCOMPLETE

As per university policy, the assignment of a grade of Incomplete (I) will not be considered unless the following conditions are met: 1) official and verifiable documentation is provided explicitly describing the justification for the incomplete; 2) the justification is deemed to be of sufficient
and acceptable cause; 3) it is determined that the cause will reasonably prevent the student from making up the necessary coursework within the normal term; 4) the deadline for dropping the course has passed; and 5) the student is currently passing the course. Requests for a grade of Incomplete must be initiated by the student, and the necessary contractual paperwork must be completed before such grade can be issued. Any deficiencies in coursework incurred prior to the drop deadline cannot be remediated through the incomplete process. Please note that an incomplete grade does not provide the student an opportunity to retake the course, and that the assignment of this grade rarely benefits the student. In fact, this option frequently proves detrimental to the student, and should be considered with caution.

**COMMUNICATION**

Misunderstandings can best be avoided through active communication. Whenever a situation arises, it should be addressed promptly. **It is the student’s responsibility** to discuss any issues with the instructor or laboratory supervisor *before* they become a larger problem, so that reasonable solutions can be found. Never hesitate to let your instructor know what’s going on!
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<td>7/11/2017</td>
<td>Writing / Image Software/ Instrumentation</td>
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<td>7/12/2017</td>
<td>DNA Extraction / Set up PCR Reactions</td>
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<td>7/13/2017</td>
<td>Gel electrophoresis and gel imaging / Send DNA samples in for sequencing</td>
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<td>Receive DNA Sequences / Analysis of Data, Bioinformatics (BLAST)</td>
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<td>7/18/2017</td>
<td>Protein Sample Prep and Clean-up</td>
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*Schedule subject to change. In case of university closure, labs will be shifted to compensate.
COURSE SYLLABUS AGREEMENT STATEMENT

SIGNING AND SUBMITTING THIS FORM MEANS YOU HAVE READ THE SYLLABUS AND UNDERSTAND IT!!

STATEMENT OF RECEIPT OF COURSE SYLLABUS

I received a copy of the syllabus for (BIO 3520 /Sec. /Spring 2017) and read the document. I agree to the terms and conditions outlined within this syllabus.

I have also read and I understand the Academic Dishonesty and the Student Conduct Policies.

_________________________________  __________________________________
Student’s Signature                  Date                              Student’s Name (printed)

________________________________________
Student ID number