

## **BIOLOGICAL SCIENCES PROGRAM LAB POLICIES**

1. Students are required to attend their officially registered section of lab. Students cannot receive points from quizzes, data sheets and lab reports taken or turned in to other lab sections unless they have a valid and DOCUMENTED excuse for missing their regular lab section. Any student missing their regular lab session should make every attempt to notify their TA and the Biological Sciences Program office (210 Carr Hall; 392-1565) as soon as possible and subsequently provide written documentation. An alternative time to attend lab will be arranged as well as an opportunity to take that week's quiz. *Missed labs generally must be made up within the same week.* **If you know in advance that you are unable to make your regular sections, arrange to attend a lab section earlier in the week.**
2. Data sheets and lab reports are due at the *beginning* of the lab session one week after the actual lab work was done, unless otherwise noted. Assignments turned in after the start of the lab session will be considered late work. NOTE: Students who attend a lab session other than their officially registered section and perform an experiment which require a data sheet or lab report *must still turn in their work at the beginning of their officially registered section on the following week.* If you are unable to turn in your work during your regular lab section and are not able to hand it in directly to your instructor, DO NOT leave an assignment at your instructor's office. Rather, (1) make a photocopy of your assignment for safekeeping and (2) hand in the original to the staff of the Biological Sciences office (210 Carr Hall) during regular office hours (**8 a.m.- 4 p.m.**).
3. Late work will be penalized 5% of the total points per day (weekends, *i.e.*, Friday to Monday, are counted as two days and U.F.-recognized holidays are not counted). NOTE: The weekends preceding and following the Semester Break holidays will be counted.
4. Students without documented excuses for missing their lab section will not be allowed to attend a makeup lab section. Students may be allowed to turn in assignments from makeup assignments or on which they did not participate in the collection of data *at the discretion of the lab coordinator.* These will be penalized at least 20%.
5. No food or drink is permitted in the labs and students are expected to leave the lab as clean and orderly as it was when they arrived for class. NOTE: All scraps of paper, paper towels, broken cover slips and slides, masking tape, and any other trash must be properly disposed of by the students themselves.
6. Students are not allowed to wear sandals or open-toed shoes in the laboratories.
7. STUDENTS ARE EXPECTED TO DO THEIR OWN WORK. ALL DATA SHEETS AND LAB REPORTS ARE TO BE WRITTEN INDIVIDUALLY AND WITHOUT PLAGIARISM FROM THE LAB MANUAL, THE TEXT, ASSIGNMENTS FROM PREVIOUS SEMESTERS, OR ANY OTHER SOURCE. EXPERIMENTS DONE BY GROUPS MUST BE WRITTEN UP AS THOUGH THE INDIVIDUAL HAS DONE ALL PARTS OF THE EXPERIMENT PERSONALLY. ANY EVIDENCE OF COPYING OR WORKING TOGETHER WILL RESULT IN THE LOSS OF ALL POINTS ON THAT GRADED ASSIGNMENT AND THE NAMES OF THOSE STUDENTS SO PENALIZED WILL BE REPORTED TO THE UNIVERSITY'S OFFICE OF STUDENT JUDICIAL AFFAIRS.