

**Bio 104**
**Lab Schedule**
**Fall 2013**

<b>Dates</b>	<b>Lab Topic</b>	<b>Pages</b>	<b>Grading (200 points total)</b>
T Aug 27, through F Aug 30	Introduction to the course & The Scientific Method	1-1-I-4 & 1-1-1-8	Post-Lab Quiz ( <b>8 points</b> )
T Sep 3	<b>No labs; follow Monday schedule</b>		
W Sep 4, through T Sep 10	Workshop #1: The Microscope	1-9– 1-18	Assignment (p. 1-19; <b>4 points</b> ) and Post-Lab Quiz ( <b>6 points</b> )
W Sep 11, through T Sep 17	Natural Selection: Darwinian Snails Simulation	2-1– 2-12	Answers to questions (#1-31) & worksheets (pp. 2-12 and 2-13) and/or Post-Lab Quiz ( <b>8 pts.</b> )
W Sep 18, through T Sep 24	Workshop #2: Measurement and Experimental Design	1-19–1-23	Assignment (p. 1-25) and/or Post-lab Quiz ( <b>8 points</b> ), Experimental Design ( <b>4 points</b> )
W Sep 25, through T Oct 1	Data Collection and Workshop #3: Graphing and Basic Statistics	1-25–1-27	Assignment (p. 1-28; <b>4 points</b> ) and 1st Draft Paper (See Appendices 5 & 6; ( <b>4 points—bonus</b> )
W Oct 2, through T Oct 8	Small Group Presentations and Class Discussion	1-29–1-30	Group presentations ( <b>4 points</b> ) Assignment on plagiarism (p. 1-30) ( <b>4 points</b> ) Draft Paper (See Appendices 5 & 6) ( <b>10 points</b> ) Final Paper (See Appendices 5 & 6) ( <b>15 points</b> ) Self & peer evaluations ( <b>4 points</b> )
W Oct 9, through T Oct 15	Identification of Organic Molecules	3-1–3-7	Pre-Lab Quiz ( <b>4 points</b> ) & Quiz and/or Assignment (p. 3-7) ( <b>8 points</b> )
W Oct 16, through T Oct 22	Osmosis and Diffusion	4-1– 4-5	Pre-Lab Quiz ( <b>4 pts.</b> ) & Assignment (p. 4-4) and/or Post-Lab Quiz ( <b>8 points</b> )
W Oct 23, through T Oct 29	Enzyme Kinetics I	5-1– 5-7	Pre-Lab Quiz ( <b>4 points</b> ) & Assignment (p. 5-7) and/or Post-Lab Quiz ( <b>5 points</b> )
W Oct 30, through T Nov 5	Enzyme Kinetics II	5-7–5-8	Pre-lab quiz ( <b>4 points</b> ) and Paper (See Appendix 5; <b>20 points</b> )
W Nov 6, through T Nov 12	Fermentation and Cellular Respiration	6-1–6-5	Pre-Lab Quiz ( <b>4 points--bonus</b> ) & Assignment (p. 6-5) and/or Post-Lab Quiz ( <b>8 points</b> )
W Nov 13, through T Nov 19	Mitosis	7-1–7-4	Assignment (p. 7-5) and/or Post-Lab Quiz ( <b>8 points</b> )
W Nov 20 - T Nov 26,	DNA to Protein: An Exercise on the Internet	8-1–8-6	Assignment (p. 8-6) and/or Post-Lab Quiz ( <b>8 points</b> )
W Nov 27 through F Nov 29	<b>No Labs: Thanksgiving Break</b>	8-1–8-6	
T Dec 3, through F Dec 6	<b>Comprehensive Lab Exam —</b> including some practical components!		<b>40 Points</b>

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**Text: *Kutztown University Biology 104 Laboratory Manual, 2013-2014 edition***

**Attendance:** Attendance in lab is **mandatory**. You will not receive credit for any work associated with a lab that you do not attend **in its entirety**. That is, missing a lab, arriving at a lab late, or leaving a lab early (before being excused by the instructor) will preclude your receiving credit for work associated with that lab. You can make up missed lab work **only if the absence is excused by your instructor, and all such make-up work must be completed within one week of when it was missed**. If you must miss a lab, contact your lab instructor **immediately** to make the necessary arrangements. **Written documentation of an excused absence must be provided within 24 hrs of the excused absence**. Showing up to lab the following week with a note is not acceptable even if the lab was missed for a legitimate reason.

**Lab Safety:** See the Biology Department's Laboratory Safety Policies (Lab Manual, p. I-2 and I-3). You will be responsible to know and follow the procedures given in it.

**Grading, Assignments, and Lab Reports:** The lab is worth 33% (200 points) of the entire course grade (600 points; see the lecture policies). Grades will be based on a variety of quizzes and assignments as indicated on the lab schedule. Pre-lab quizzes will determine your level of preparedness for the exercise to be conducted that day, and post-lab quizzes will assess your understanding of material from the previous week. All quizzes will be given at **the beginning** of the lab period. If you arrive late, you will miss the quiz. All assignments and papers must be submitted **on time, by the beginning of class the day the work is due. The grade on late work will be reduced by 10% for each calendar day that the assignment is late**. All written work should be in **excellent English**. Overall quality of writing, spelling, and grammar will be taken into account in grading. Finally, all written work submitted for a grade **must be entirely your own**. The only exception to this will be if you are explicitly instructed to work together with a partner or a group in writing, in which case the names of all authors will be on the paper with appropriate acknowledgment of each person's contributions. You are strongly advised to study the University's Academic Honesty Policy published at the following address: [http://www2.kutztown.edu/current-students/the-key/student-conduct.htm#Academic\\_Honesty](http://www2.kutztown.edu/current-students/the-key/student-conduct.htm#Academic_Honesty). This policy will be strictly enforced in BIO 104.

**Cell Phone Policy:** Use of cell phones or personal electronic devices at any time is prohibited unless specifically authorized by me. **If I see you sending texts, receiving texts, or talking on your phone during class, I will reduce your overall lab percentage**. Your final percentage will be lowered 2% for the first offense, 5% for the second offense, and 10% for each additional offense.