

BIOL 1400/1401
Additional Lab Policies and Expectations for Spring 2021

(The lab policies listed on p. ix of the lab manual also apply.)

- ❖ **Wear a mask/face covering correctly (mouth and nose covered) at all times in this building.** At the start of each lab, clean your lab table as instructed and put on gloves. At the end of each lab, clean your lab table and throw away your used gloves and disinfecting wipes/paper towels.

- ❖ **Write down your lab instructor's name and email address, and don't lose that information.** Questions about lab absences, lab grades, and anything else related to lab should be emailed directly to your lab instructor. For questions related to the lecture portion of BIOL 1400/1401, email the faculty member (using the email address in the course syllabus). Graduate teaching assistants (GTAs) cannot answer questions about policies related to exams, quizzes or other assignments, withdrawal from the course, or how grades are calculated.

- ❖ **Take responsibility for keeping up with the lab schedule for your lab group (A or B).** When your lab group is not scheduled to attend lab in person, that is not a holiday or a "week off." Even during those weeks, you are still expected to complete a specific lab investigation (usually with online resources), which will be turned in at the next in-person lab.

- ❖ **Turn in your lab work on time, and be aware of consequences for late work.** For in-person labs, pre-lab assignments are due at the start of lab. Labs completed on your own (such as with online resources) are due at the start of the next in-person lab. If you cannot attend lab in person to turn in an online lab, email photos of your completed pages to your lab instructor by the time when your lab is scheduled to begin. Late lab work will not earn more than half credit.

- ❖ **Keep track of your lab attendance.** An unexcused lab absence (such as forgetting to attend lab) results in a zero for that week's lab investigation. To request an excused absence (which would not result in a loss of points), email your lab instructor with the following information:
 - your name
 - your lab day/time
 - your lab group (A or B)
 - which specific investigation you will miss
 - the reason for your absence
 - any necessary documentation