

Course Experience Survey (CES)

We value your feedback on this course. Towards the end of term you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to us regarding the course and our teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to your [CES dashboard](#). You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. We will remind you nearer the time but please be thinking about this important activity.

Course Policies

Attendance

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in a mark of 'N' (**incomplete**) for the course. A change of lab section must be arranged with the lab instructor **prior** to the lab period. Students who miss a lab for medical reasons are responsible for maintaining their lab journal and for obtaining the data needed to write up the lab report.

It is important to arrive on time. Students who arrive after a pre-lab quiz has begun will not be given extra time to complete the quiz. No makeup quizzes will be given for students who arrive after a quiz is over. The instructor reserves the right to refuse late arrivals or withhold practical marks associated with that lab if a student shows up late without a legitimate reason.

Late Assignments or Lab Reports

Late assignment or lab reports (either the hard copy or the electronic copy) will be penalized 10% per day and will not be accepted after one week (7 days) following the designated due date. Late lab reports or assignments can be emailed to the instructor on days when the university is closed but a hard copy must be submitted by noon on the first working day after the emailed submission.

Re-marking Policy

Request to have assignments (lab reports, quizzes, exams, journal entries, practical assessments, etc.) reviewed/remarked must be made within one week of the assignments being made available. Students are expected to promptly pick up assignments after marking is completed, either in lab or from the instructor. Any resubmissions will involve remarking of the entire assignment and students will be given the grade assigned after the second review.

Centre for Accessible Learning

Students with diverse learning styles and needs are welcome in this course. If you have a disability/health consideration that may require accommodations, please feel free to approach an instructor and/or the Centre for Accessible Learning (CAL) as soon as possible. The CAL staff is available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The website is <http://www.uvic.ca/services/cal/index.php>. The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

Department Information and Policies

1. The Department of Biochemistry and Microbiology upholds and enforces the University's policies on academic integrity. These policies are described in the current University Calendar. All students are advised to read this section.
2. Cell phones, computers, and other electronic devices must be turned off at all times unless being used for a purpose relevant to the class. Students having a cell phone, tablet, or computer on their person during an exam will be assumed to have it for the purpose of cheating.
3. Any recordings of lectures may only be performed with written permission of the instructor, and are for personal use only. The instructor retains copyright to such recordings and all lecture materials provided for the class (electronic and otherwise); these materials must not be shared or reposted on the Internet.
4. Course materials, such as notes, problem sheets, quizzes, examinations, example sheets, or review sheets, may not be redistributed without the explicit written permission of the instructor.
5. Students are expected to be present for the midterm and final exams. Instructors may grant deferrals for midterm examinations for illness, accident, or family affliction, and students must provide appropriate documentation 48 hours after the midterm exam. The Department of Biochemistry and Microbiology considers it a breach of academic integrity for a student taking a deferred examination to discuss the exam with classmates. Similarly, students who reveal the contents of an examination to students taking a deferred examination are considered to be in violation of the University of Victoria policy on academic integrity (see current University Calendar). Deferral of a final exam must be requested with an Academic Concession form and submitted directly to Undergraduate Records. Deferred final exams for fall term courses will be arranged by the instructor. Deferred final exams for spring term courses will be arranged through Undergraduate Records and must be written before the end of the summer term as stipulated in the University Calendar.
6. Multiple choice scan sheets for machine scoring (bubble sheets) are considered the authentic exam answer paper and will be retained by the department for 1 year.
7. Professors may refuse to review/remark exams not written in indelible ink. In addition, requests for review/remark of a midterm exam must be made within one week of the exam being returned. Students are expected to promptly pick up midterm exams after marking has been completed, either in class or from the instructor.
8. Examination papers that have pages removed, or are mutilated will not be marked.
9. The instructor reserves the right to use plagiarism detection software or other platforms to assess the integrity of student work.

University Policy on Academic Integrity

Suspected cases of plagiarism or cheating will be documented and submitted to the department chair for penalty assessment as described in the UVic calendar (2017-2018).

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

Falsifying Materials Subject to Academic Evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared by someone else and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

Cheating on Assignments, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests and examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners

Collaborative Work (Penalties) * See below for details specific to this course.

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects, instances of prohibited collaboration on a substantial part of the assignment should result in a grade of zero for the assignment, while instances of prohibited collaboration on the bulk of the assignment should result in a grade of F for the course.

*** In BCMB 406A, all assignments and lab reports must be written up independently. Collaborative work is only allowed in specific situations when students are directed to share data by the instructor. Students can discuss thoughts and ideas with other students but all written work must be original. Be sure to submit work that is entirely your own.**

Safety Regulations

Work in a microbiology laboratory involves exposure to living microorganisms, many of which must be considered as potential pathogens. Personal recognition of safety and the acceptance of certain precautions are therefore necessary prerequisites to working in the laboratory.

1. **Access to the laboratory is limited to instructors and students.**
2. **No eating, drinking or smoking in the laboratory.** Keep paper, pencils, fingers, and other objects out of the mouth.
3. **Mouth pipetting is prohibited.** A safety bulb or pipettor must be used.
4. **Safety glasses must be worn at all times.**
5. **Laboratory coats must be worn and properly fastened by all personnel working in the laboratory and must not be worn in public places.** Laboratory coats will be provided for you and will be shared between sections. If you would prefer a lab coat of your own, you will need to bring one to your first lab section. It will be kept in the lab until the end of the course, at which time it will be autoclaved and available for pick-up.
6. **Open-toed shoes or sandals should not be worn and bare legs are not allowed.** Capri pants, skirts and shorts are only permitted if they cover the knees when you are sitting down.
7. **Long hair must be tied back** to protect against burning and falling into stains, chemicals or bacterial cultures.
8. **Personal items (coats, bags, etc...) must be kept away from the work area.**
9. **Sitting on laboratory work surfaces is prohibited.**
10. **Use of cellular devices is not allowed in the lab.**
11. **Wash hands before and after completing all lab work.**
12. **Gloves must be worn in the following situations:**
 - Working with Level 2 organisms
 - Working with potentially harmful reagents
 - If you have open cuts or abrasions on your hands
13. **Gloves are not to be worn when working with communal equipment and computers or outside of the lab.**
14. **Lab doors and windows must be closed when working with Level 2 organisms.**
15. **Bunsen burners are to remain off when not in use.**

16. **Dispose of all liquids into the designated waste containers.** No liquids are to be poured down the sink (except water).
17. **Contaminated liquid waste must be autoclaved prior to disposal.**
18. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.** This includes pipette tips, agar plates, contaminated gloves or paper towels, etc...
19. **Report any accidents or safety concerns to an instructor immediately.**
 - If skin comes into contact with chemicals, wash immediately with cold running water for at least 10 min.
 - In the event of a bacterial spill, pour an equal volume of bench disinfectant on top of the spill and allow it to sit for five minutes. Clean up the spill wearing gloves and using a no-touch technique. Discard all waste in a yellow biohazard bucket for autoclaving. **WASH YOUR HANDS with hand disinfectant and soap.**
 - Do not pick up broken glass. The instructor will do this.
 - If something has splashed in your eyes, rinse them at the eye wash station for at least 20 min.
20. **Note the location of the following safety equipment:**
 - Eye wash station
 - Safety shower
 - Fire extinguisher
 - Telephone
 - Fire alarm
21. **Before leaving the laboratory:**
 - Place all cultures and other contaminated materials to be discarded in the appropriate containers for sterilization in the autoclave
 - Put your experimental materials (**labeled!**) in the appropriate bins or racks for incubation or storage
 - Place contents of "tip discard" and used microfuge tubes into yellow biohazard bucket
 - Rinse all glassware and place in the appropriate bin(s)
 - Check that gas, water and microscope lights are turned off
 - Wash the bench top with bench disinfectant
 - Wash your hands thoroughly with hand disinfectant and/or soap

Experiments conducted in a microbiology laboratory involve the handling of pathogenic organisms. Failure to handle and dispose of these organisms correctly may lead to infection, injury or even serious illness. For the safety of everyone, it is required that you understand and follow the appropriate laboratory procedures as outlined by your laboratory instructor.

Your signature on the Biochemistry and Microbiology Lab Safety Form is your acknowledgement that you have read the safety regulations and agree to abide by them.

Fire Evacuation Procedure

If you discover a fire:

- Activate the nearest fire alarm pull station.
- Call **911** and Campus Security Services at **7599**. State your name and location.
- Evacuate the building.

If you hear a fire alarm:

- If possible secure equipment and close windows and doors.
- Follow the established evacuation route. Do not use elevators.
- Meet at your designated Emergency Evacuation Site.
- Do not re-enter the building until permission is given by the Fire Department.

If you cannot evacuate:

- Close the doors between you and the fire.
- If possible call **911** and advise the Fire Department of your situation.
- Hang clothing or a cloth from a window to alert emergency response personnel.

Earthquake Evacuation Procedure

During an Earthquake:

- Get away from windows and heavy objects.
- Duck, cover and hold on. Crouch low to the ground; protect head with your arms; seek cover under and hold onto heavy furniture. Watch for moving objects.
- If you are in an interior hallway, stay there and crouch against the wall. Watch for swinging doors.

After an Earthquake:

- After the shaking stops wait 60 seconds then evacuate the building. Do not use elevators.
- Make your way to the UVic Campus Assembly Area to receive instructions and information. Keep away from power lines and buildings to avoid falling debris.
- Report any injuries to Campus Security Services.