**Department of Biology Course Outline**

COURSE # AND SECTION

FULL COURSE TITLE (CREDIT)

YEAR AND TERM

Laboratory room #

**Laboratory Coordinator/Instructor:**

Name:

Office:

Phone:

(email and other info regarding contact through ***Canvas***)

**Office Hours:** (Days, Time, by appointment?)

**Lecture Instructor:**

Name:

Office:

Phone:

(email and other info regarding contact through ***Canvas***)

**Office Hours:** (Days, Time, by appointment?)

**Course Description:**

**(Course number) (Credit) (Course Title)**

(Academic Calendar description)

*Prerequisite:* (from Calendar)

*Corequisite:* (from Calendar)

**Laboratory Objectives:**

**Laboratory Format:**

(i.e. How is the lab course structured - e.g., method of presentation of lab material, and quizzes, assignments, use of ***Canvas***, etc.)

**Copyright Disclaimer:**

Diagrams and figures included in lecture presentations adhere to Copyright Guidelines for UBC Faculty, Staff and Students <http://copyright.ubc.ca/requirements/copyright-guidelines/> and UBC Fair Dealing Requirements for Faculty and Staff <http://copyright.ubc.ca/requirements/fair-dealing/>.  Some of these figures and images are subject to copyright and will not be posted to ***Canvas***. All material uploaded to ***Canvas*** that contain diagrams and figures are used with permission of the publisher; are in the public domain; are licensed by Creative Commons; meet the permitted terms of use of UBC’s library license agreements for electronic items; and/or adhere to the UBC Fair Dealing Requirements for Faculty and Staff. Access to the ***Canvas*** course site is limited to students currently registered in this course. Under no circumstance are students permitted to provide any other person with means to access this material. Anyone violating these restrictions may be subject to legal action. Permission to electronically record any course materials must be granted by the instructor. Distribution of this material to a third party is forbidden.

**Laboratory Meeting Times:**

BIOL XXX labs are held in (room #) and start on (MONTH/DAY/YEAR). Please check your registration to determine your lab section and time.

**Note:** Attendance at labs is mandatory unless there is a valid medical or compassionate reason. Students who are late and miss the introductory lecture without a valid excuse will not be allowed into the lab, and will receive a mark of zero for that laboratory assignment. Students must pass both the lecture and laboratory part of a course to pass the course; please refer to the Repeat Course Policy.

**Required Materials:**

(Full Bibliography of text books, suggested readings etc…)

(Physical Materials – Lab coat and goggles etc… and indication if Optional or Mandatory)

**Course Evaluation:**

|  |  |  |
| --- | --- | --- |
| Assignment 1 | 15% | Date due |
| Assignment 2 | 15% | Date due |
| Lab exam 1 | 35% | Date |
| Lab exam 2 | 35% | Date |
| Total | 100% |  |

(Format for evaluation should be a table with name of evaluation, value and date. Remember, course outlines are essentially legal documents i.e. contracts between you and the students. If it is not on the course outline you cannot add an extra exam or assignment)

Final grades will be based on the evaluations listed above and the final grade will be assigned according to the standardized grading system outlined in the UBC Okanagan Calendar.

**Missed Assignments and Exams:**

From UBC Okanagan Academic Calendar/Policies and Regulations/Academic Concession

“Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to **written guidelines given to them at the start of the course**. Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. If ill health is an issue, students are encouraged to seek attention from a health professional. Campus Health and Counselling will normally provide documentation only to students who have been seen previously at these offices for treatment or counselling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to [Dr. Michael Deyholos, Department of Biology Head]."

(Please detail the procedure for missing a lab or assignment here)

(***Example*** *of written Guidelines for exams and assignments: Students may be excused from laboratories only with a physician’s certificate verifying illness or other supporting documents for a compassionate leave. If a student is unable to complete a laboratory or a laboratory exam for a good and verifiable reason, the marks may be redistributed. Please talk to your TA or the lab coordinator as soon as possible if ill or if you will be missing a laboratory or a lab exam. (Holidays are not acceptable reasons for missing labs*).

**Laboratory Outline:**

(Should indicate the lab exercises that will be done on particular dates, when exams are, when assignments are due etc.)

**\*\*Following four sections must appear as written in every Lecture/Lab Course Outline\*\***

|  |
| --- |
| **Repeat Course Policy:**  Students who have successfully completed a course with a lab who wish to repeat the course for a more favorable grade, or a student who wishes to repeat the failed portion of the course may do so, if, and only if, the following requirements are met:   * If the student failed the laboratory portion of the course, but achieved a grade of at least C (60%) in the lecture portion of the course, the student may opt to repeat only the laboratory portion. * If the student failed the lecture portion of the course, but achieved a grade of at least C (60%) in the laboratory portion of the course, the student may opt to repeat only the lecture portion. * The course must be taken again **within two years** of the term in which the student was originally enrolled in the course (e.g. if the course was originally taken in the Fall term of 2017, the last possible term in which the student can repeat the course is Fall of 2019). * In situations where the weighting of the lab/lecture component changes from year to year (e.g. 30% lab, 70% lecture in one year; 40% lab, 60% lecture in another year), it will be at the discretion of the instructor teaching the course the second time to decide the weighting in the calculation of the new grade. * The student must complete the “Repeat Course” form, which presently needs to be requested by email to [biology.okanagan@ubc.ca](mailto:biology.okanagan@ubc.ca). The form must be returned to the Department Assistant in SCI 154, or by email to [biology.okanagan@ubc.ca](mailto:biology.okanagan@ubc.ca) by the add/drop deadline.   Please note that the university policy is that the student must register and pay for the complete course, and not just a portion of the course. |

**Academic Integrity:**

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the break down of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President’s Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the policies and procedures, may be found at: <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>

If you have any questions about how academic integrity applies to this course, please consult with your professor.

**Disability Assistance:**

If you require disability-related accommodations to meet the course objectives, please contact the Coordinator of Disability Resources located in the Student Development and Advising area in the University Centre building. For more information about Disability Resources or academic accommodations, please visit the website at: <https://students.ok.ubc.ca/academic-success/disability-resources/>

**Equity, Human Rights, Discrimination and Harassment:**

UBC Okanagan is a place where every student, staff and faculty member should be able to study and work in an environment that is free from human rights-based discrimination and harassment. Under UBC’s Policy 3 on Discrimination and Harassment, UBC prohibits discrimination and harassment on the basis of the following grounds: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation or unrelated criminal conviction. If you require assistance related to an issue of equity, discrimination or harassment, please contact:

UBC Equity Office & Inclusion Office, UNC 216, 3272 University Way, Kelowna, BC V1V 1V7

Tel 250 807 9291, Website <https://equity.ok.ubc.ca/>, Email [equity.ubco@ubc.ca](mailto:equity.ubco@ubc.ca)