

Biology 11A Laboratory Guidelines

This laboratory manual was designed specifically for Bio 11A to clarify and supplement the information presented in lecture. All lab exercises are to be done in groups of two to four people. I encourage you to discuss your results with your lab partners. These discussions are a critical part of the learning process. However, this does not mean that one person does all the work and everybody else in the group copies from her or him. These exercises are only as useful as the effort you put into them. The true results of your efforts will be apparent in your lecture exam grades. So take responsibility for your learning and be as active as you can in the process. Most of all, enjoy yourself and have fun while you are doing it. This will help you understand and retain the information more than anything else.

Lab reports will consist of data collected during the lab session, and a series of questions devised to get you to think about what you observe and how it applies to the concepts discussed in lecture. These questions are not difficult if you pay attention to what you see and think about what we have learned in lecture. **These assignments will be due one week after we have completed a lab exercise.** This is to give you the opportunity to think about your observations and their meaning before you turn in your lab report. In addition to the Lab Reports, each lab will have a Pre-Lab Exercise. You must read the weekly lab assignment before you can answer these questions. You may need to consult your lecture material and textbook for background information. Some of the questions will be about procedures we will be performing; some will be about concepts from lecture that apply to that week's lab. **In general, these assignments will be due at the start of the lab period,** along with the lab report from the previous week's exercise. Together, these will be worth 15 points.

On certain lab periods, a 15 point quiz will be given in place of handing in a Lab Report and Pre-Lab Exercise. These quizzes will be mixed format, consisting of fill-in, multiple choice, matching, and short answer. I will let you know at the beginning of lab whether you will have a quiz or report.

Accommodations. I would like to encourage students with disabilities, including "invisible" disabilities such as chronic diseases and learning disabilities, to explain their individual needs to me during my office hours. After talking with you and/or receiving a counselor or specialist's recommendations I will make every effort to accommodate these recommendations.

General Lab Safety and Rules

- 1. Absolutely no eating or drinking in the lab.** Make sure any food or drinks, including water bottles, are stowed in backpacks while in lab.
- 2. Avoid wearing clothes you cannot afford to have damaged.** Spills and accidents can be minimized, but may not be avoided altogether. Do not wear scarves or long, wide sleeves that could knock over equipment or get in the way of your experiment. If you have long hair, tie it back or put it up.
- 3. Disinfect your work area at the beginning and end of each laboratory period.** Use disinfectant and paper towel, double checking the label to be sure you are using the correct solution. Do not assume the last person to use the bench is as conscientious as you are!
- 4. Always wash your hands before leaving lab, no matter what the exercise.** Wash well with soap if any chemicals are spilled on your skin. Let the instructor know what you came in contact with, in case there are any special precautions to take.
- 5. Accidents and Spills.** Notify the instructor immediately if there is a chemical spill, glass broken or if any injuries occur. Note the location of the emergency shower, eye wash, and the fire extinguisher. Make sure that you notify the instructor before clean up for special instructions. All broken glass must go into sharps containers.
- 6. Visitors.** Only students enrolled in the class should be in the laboratory (please do not bring children, friends, spouses, pets, etc. to lab).