



## LAB GUIDELINE FOR BOTANY (BIOL 101) SPRING 2012

### GENERAL:

Meeting time: M: 2:00-3:45, T: 2:30-4:15 in Hoyt 221. You must attend the lab section in which you are enrolled; you may not make up a missed lab by attending another section.

Instructor: Deb Clopton, B.S., Creighton University; graduate studies, University of Nebraska – Lincoln. My experience includes teaching laboratories in General Biology, Botany, Zoology, Ornithology, Physiology, and Prairie Ecology as well as conducting research as a laboratory technician in reproductive physiology and developmental biology at Texas A&M University and the University of Nebraska-Lincoln. In addition to teaching laboratory classes at PSC, I conduct research as a research technician with Dr. Richard Clopton investigating parasites of insects.

Office Hours: M: 8:00-9:00 and T: 1:00-2:00 or by appt. Phone (x2284); Lab: Hoyt 304; [dclopton@peru.edu](mailto:dclopton@peru.edu).

**DESIGN OF LAB:** The lab guides you through the observation and experimentation.

**YOUR RESPONSIBILITIES:** Your responsibilities are to learn: 1) the structures that the lab directs you to find; 2) the functions of the structures; and 3) compare and contrast the life cycles of the major phyla of extant plants. The labs are intended to be self-directing assuming 2 things: 1) that you follow the instructions in the lab; and 2) that you bring and consult your textbook as well as any other lab guidelines provided to you by me. I am available in lab for questions and clarifications.

**GRADING and QUIZZES:** The laboratory grade is combined with the lecture grade for a final grade. The laboratory portion of the course counts for 100 of the 548 pts of the final course grade. Quizzes will be given each lab and are worth 10 pts each. Your lowest quiz grade will be dropped. Quizzes will be administered at the beginning or during the last 10 minutes of lab; missed quizzes cannot be made up and **tardiness affords no extra time to complete the quiz**; if you arrive after the quiz has been completed by your classmates, you will NOT be given an opportunity to take the quiz.

### TIPS:

1. You have signed up for 1.75 hours of lab each week. Your goal when you walk into lab should NOT BE to get out of lab. The 1.75 hours you get in lab each week is the only guaranteed time to examine the specimens provided. So, first and foremost, use the time assigned for lab.
2. Make detailed sketches. Your textbook has nice colorful pictures, but when it comes time to study, those pictures are adequate, at best. You do not have to be an artist to draw accurate representations of what you see and label them neatly.

3. Work together. No specimen is a “textbook” specimen. Thus, in order to see all the structures, or to see them well, you will have to wander around lab and bug other people.
4. Yes, spelling counts.
5. **AND THE MOST WIDELY IGNORED BUT MOST IMPORTANT TIP.** Lab quizzes cover only 1 week of material from lab and lecture. It is therefore, compared to a lecture exam, easy to score well on the lab quizzes, in which case it will tend to improve your overall grade in the class. Furthermore, there will be, depending on YOUR actions, a synergistic result in lab that results in your continued downward spiral or your persevering upward hike. Success requires your timely presence in lab and your dutiful execution of the exercises. If you dedicate yourself to excelling in lab, you will be rewarded come the end of the semester.

### **LABORATORY RULES**

1. Clean up after yourself. This includes:
  - a. Proper maintenance, cleaning, and storage of the microscopes. You will learn how to use microscopes properly in the 1st lab. I will not tolerate the abuse of microscopes in even the slightest way.
  - b. Cleaning your lab table.
  - c. Making sure waste ends up in the correct places.
  - d. Washing your equipment, e.g., pans, forceps, etc.
2. Broken or waste glassware should be disposed of in the broken glassware container, not in the trashcan. Likewise, non-glass trash should not be thrown in the broken glassware container; it should go in the trashcan.

### **ABSENCES**

**Lab is a required activity for this course; it is not optional.** An unexcused laboratory absence results in a quiz grade of ZERO. An absence is only excused with my **prior** approval and there will be no make-up quizzes. Missed quizzes due to excused absences will be prorated. An unexcused absence will result in the loss of 10% of the points available in lab, in addition to the above. Two unexcused absences will result in the loss of 50% of the points available in lab, in addition to the above. Three or more lab absences, FOR ANY REASON, constitute failure to complete the laboratory portion of the course, and it will result in the loss of all lab points (20% of final grade).

### **Policies Incorporated by Reference**

All other policies are covered in the Student Handbook. Please make particular note of the PSC policies on Assigning an Incomplete Grade, Academic Integrity, and Accommodation. These statements are incorporated into the syllabus by reference and you are responsible for their content. I reserve the right to alter the Course Syllabus with notice given during regularly scheduled lectures.

