

**Lab Policies Monday Section Tuesday morning Section
MCB 404**

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General

- **Please turn in your reports on time!** You have one week to turn in your lab reports at 5 pm. After that you will be docked 10 points per day.
- **Please ask questions** in class or via e-mail.
- **Treat animals with respect.** This is not only ethical, but mandated by laws governing the use of animals for education and research. Mistreatment of animals will result in a zero for that lab and possible dismissal from the course.
- **Treat each other with respect and courtesy.** This includes no cell phones and coming to lab prepared to avoid wasting everyone's time.

Expectations:

- **Attendance to lab is MANDATORY** for you to pass the class. Quizzes are passed out at the start of lab and all of you have 15 minutes, if you're ten minutes late you only have 5 minutes to finish the quiz. If you know ahead of time you are going to miss a lab, you must have an official slip. Make-up reports and labs should be discussed with Carl.
- **Come to lab prepared to participate in every lab.** Know what we will do BEFORE you arrive to lab. This is necessary for success in this class and for the quizzes, as you will see. "TA points" (see **Student Orientation** handout) depend in part on my evaluation of your participation/ performance in lab.
- **THINK!** Think about the experiment before you come to lab (this is part of preparing) and while you work. **UNDERSTAND** why you are completing each step of the experiment. This will lead to efficient and effective troubleshooting, which will get you better results as well as quicker lab sessions.
- **Fill in the data sheets correctly and completely and save them to the server!**
****It will be required that this is done before leaving the lab.**** Other students may rely on your data in order to complete their reports. Incomplete or inaccurate data collection can lead to others not being able to finish the experiments.

*Your file name should be in the following format: Section-
group name-lab# -brief description of file Example: Sect1-
group A-lab1-neurophys*

- **Leave the lab clean and neat.** Your parents are not here to clean up after you so you must clean up after yourself.

Academic Integrity:

- **CHEATING/PLAGIARISM WILL NOT BE TOLERATED. DO NOT PLAGIARIZE** from other written sources, or EACH OTHER. This also includes members of your lab group. **You may NOT submit equivalent reports**; your lab report is expected to be your INDIVIDUAL intellectual product. The university is very clear on policies governing plagiarism. See the *Administrative Manual of the University of Illinois at Urbana-Champaign*, http://www.admin.uiuc.edu/policy/code/article_1/a1_1-402.html, if you are unclear what constitutes plagiarism at UIUC. Plagiarism may be grounds for dismissal from this class and the university.
- If you copy a paragraph, sentence, or part of sentence from a book, including your lab manual, it should be in quotation marks and referenced.
- If you paraphrase an idea or concept it should be referenced.
- **WIKIPEDIA IS NOT A VALID REFERENCE!!!!!!**
- **How to cite a reference?** Please use an appropriate format: <http://www.uwp.edu/departments/library/guides/apa.htm>

Grading Policy: The introductory lecture as well as the **Student Orientation** handout outlines the ways in which points are earned for this class. Remember that this class is graded on an **A-B-C** scale. I cannot tell you a grade as we progress through the class because a specific scale does not determine grades and I do not assign course grades. *So, don't ask me your grade, I cannot answer that question.*

- **Written reports:** The **Student Orientation** handout sums up expected content for these assignments, also two examples of reports are available on-line. If you feel you need further clarification ask in advance, not the day before the lab report is due. I often do not check e-mail past 7 p.m., so plan ahead.
 - ◆ **Five pages type written not including figures.** No more than five pages of type written text will be accepted. Figures need to have appropriate legends (look at any scientific publication) and only include the ESSENTIAL and RELEVANT figures.
 - ◆ Make sure to include the names of people in the group, section and date on the first page of your report.
 - ◆ **The most important part of your report is the discussion** so make sure you really work on it. Compare your results to previous years, other scientific papers, etc. You need to validate your results even if they differ from previous findings, this is the true job of a scientist, and this is what I am most interested in seeing you resolve.
- **Abstracts and Oral reports:** See the **Abstract Guidelines** or **Oral Report Guidelines** (on line), respectively, for content and expectations. Take time to review this now, and come to me with any questions ASAP. To verify examples of abstracts please go to any scientific paper. I do accept figures with abstracts, but only one page of figures and only if it is absolutely necessary.
- **Quizzes:** Please see above.
- **Exams:** See **Student Orientation** handout for dates, times and locations.