Laboratory Coordinator: Dr. Zaineb Al-Dahwi
   Office: Biology 104
   Phone: 747-8762
   Email: zaineb@utep.edu
   Office hours: Mondays, Wednesdays, and Fridays 11:30 pm – 12:30 pm or by Appointment


PREREQUISITE COURSES: Biol 1305-1107

REQUIRED LABORATORY MATERIAL:
2. Lab Tutor Experiments Booklet available at the Paydirt Printing, Hertzog Building
3. STUDENT RESPIRATORY KIT (Mouth Piece, Nose Clip, and Filter) available at the UTEP BOOKSTORE. Each GROUP Should Purchase ONE Respiratory Kit.

GRADING POLICY:
Grades will be based on attendance, quizzes, lab reports, midterm exam, and final exam.
Grade Distribution:
   Attendance and Participation:                     10%
   Lab Reports (from Lab Tutor Experiments Booklet): 10%
   Quizzes:                                         20%
   Midterm Exam:                                    30%
   Final Exam:                                      30%

LAB REPORTS: The lab reports for the exercises from the Lab Tutor Experiment Booklet are due in the first 30 minutes of the following lab period.

QUIZZES: There will be a quiz every two weeks starting the week of Monday September 22nd, 2014. The quiz (taken by individual students) will include material covered in the
The previous two weeks and will be given in the first 20 minutes of the lab. The lowest quiz grade will be dropped in calculating the final lab average.

The **Final Lab Grade** will be assigned based on the following grading scale:
- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=59-0%

**GRADE DISPUTES:** All grade disputes must be brought to the attention of the Lab instructor within one week of grade assignment. All grade disputes must be settled by November 28, 2014. Grade disputes unresolved by the lab instructor must be discussed with the Lab Coordinator (Dr. Zaineb Al-Dahwi).

**MAKE UP POLICY:** No make-up will be given to any quiz during the semester, to the midterm, or to the final exam. If a quiz is missed, it will be considered the lowest quiz grade and will be dropped in calculating the final lab grade. No Make-up will be allowed for missed lab exercises. **No student will be allowed to make-up the Lab exercise in another lab section.**

**ATTENDANCE POLICY:** Full credit for class participation requires no absences and active contribution to all lab work and assignments. Absences will be excused only for official university activities, or for extreme health or personal emergencies documented in writing. **STUDENTS ATTENDING LAB SECTIONS OTHER THAN THE ONE IN WHICH THEY ARE ENROLLED WILL BE RECEIVING A FAILING GRADE (= F) AS A FINAL AVERAGE.**

**LABORATORY REGULATIONS:** No food or drinks are allowed in the laboratory. **Open-toed shoes and flip flops are strictly prohibited while working in UTEP laboratories.**

**ACADEMIC INTEGRITY:** It is the policy of the University of Texas at El Paso that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All students involved in academic dishonesty will be disciplined in accordance with the University regulations and procedures. For further information, please refer to UTEP’s Handbook of Operating Procedures, Chapter 1: Student Conduct and Discipline at [http://admin.utep.edu/Default.aspx?PageContentID=2084&tabid=30292](http://admin.utep.edu/Default.aspx?PageContentID=2084&tabid=30292). Also, please see Plagiarism and Scholastic Integrity webpage, at UTEP’s Library: [http://libraryweb.utep.edu/research/plagiarism.php](http://libraryweb.utep.edu/research/plagiarism.php).

**CIVILITY STATEMENT:** Students are encouraged to actively participate in all course activities. However, during lectures and labs, use of cell phones, talking, texting, and other disruptive activities are **unacceptable.** All cell phones must be placed in silent mode. Laptops, iPads, smart phones etc. are allowed in class only as a resource for class material.
These devices **cannot** be used for any activity other than those related to the class session. Taking pictures by any means in the class is strictly forbidden.

**ACCOMMODATIONS AND SUPPORT SERVICES:** If a student has or suspects he/she has a disability and needs classroom accommodations, he/she should contact the Center for Accommodations and Support Services (CASS) at 747-5148, or by e-mail to cass@utep.edu, or visit their office located at the UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.utep.edu/CASS](http://www.utep.edu/CASS). **CASS staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.** Students registered with CASS are responsible for **presenting** any CASS accommodation letters and instructions to the instructor.

**MILITARY STATEMENT:** If you are a military student with the potential of being called to military service and/or training during the course of the semester, you are encouraged to contact the instructor by phone and/or e-mail at the earliest convenience.

**LAB INSTRUCTOR CONTACT INFORMATION:**

Name:
E-mail address:

**LAB SCHEDULE:**

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<th>Lab</th>
<th>Week of</th>
<th>Topic</th>
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<td>2</td>
<td>Sept. 8</td>
<td>The Language of Anatomy</td>
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<td>3</td>
<td>Sept. 15</td>
<td>Blood Analysis: Physio-EX</td>
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<td>4</td>
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<td>Renal System Physiology: Physio-EX</td>
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<td>Acid Base Balance: Physio-EX</td>
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<td>Anatomy of the Reproductive System</td>
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<td>Dec. 1</td>
<td>Final Exam</td>
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**Important Dates**

- September 1: Labor Day (**No Classes**)
- October 31: **Course Drop Deadline**: Last day to drop the lab with automatic “W”
- November 27 and 28: Thanksgiving Holidays (**No Classes**)
- December 5: Dead Day (**No Classes**)