

Students are expected to turn in assignments on time. Late assignments will be handled as follows:

1 day late	5% deducted from overall assignment grade
2 - 3 days late	10% deducted from overall assignment grade
4 -7 days late	20% deducted from overall assignment grade
7-14 days late	30% deducted from overall assignment grade
14+ days late	No credit will be given for the assignment

Linked Program Learning Outcomes:

The student learning outcomes listed above address the following Biotechnology Program PLOs:

- PLO-1. The student will demonstrate English communication skills in both oral and written forms.
- PLO-2. The student will demonstrate mastery of basic and advanced biotechnology methods
- PLO-3. The student will demonstrate the ability to safely operate basic and advanced laboratory equipment, analytic devices and computers.
- PLO-4. The student will demonstrate independent and critical thinking skills integrated with the ability to utilize multiple informational resources.
- PLO-5. The student will explain the principles, mechanisms and interrelatedness of both in vivo and in vitro biochemical, molecular biological and genetic processes.

Textbook:

Current Protocols Essential Laboratory Techniques second edition; Sean R. Gallagher & Emily A. Wiley; John Wiley & Sons, Inc.; 2012; ISBN 978-0-470-94241-3.

Course Content:

1. Introduction and Review
 - a. Course description
 - b. Lab safety
 - c. Common conversion factors
 - d. Keeping a laboratory notebook
2. Concentration Measurement
3. Measuring the concentrations of nucleic acids and proteins
4. Reagent Preparation
5. Enzymatic Reactions I (Restriction enzyme digestion)
6. Enzymatic Reactions II (Ligations and PCR)
7. Recombinant DNA Technology
8. Purification of Nucleic Acids
9. Polyacrylamide Gel Electrophoresis (PAGE)
10. Aseptic Technique. Culturing Bacteria
11. Bioinformatics
12. Image Manipulation
13. Dot Blotting and Western Blotting

Other Class Policies:

Attendance:

Regular and punctual attendance is expected. If a student misses a class or lab, the student is responsible for obtaining any information distributed during those times. Make-ups are possible only under certain instances (labs cannot be made up). Arrangements for any make-ups and/or missed labs should be discussed directly with the instructor for that day's class.

Students are expected to attend all classes. Students will be allowed to miss **1 class** without penalty.

Additional absences will be handled as follows:

2 absences	Lose 5% of overall grade in class
3 absences	Lose 10% of overall grade in class
4 absences	Lose 15% of overall grade in class
5+ absences	Student will have to remediate the course

Students will be considered absent if they arrive more than **30 minutes** after the start of class.

Emergencies

In the event of an emergency or sickness, the student **MUST** contact their PI and/or the Program Coordinator (Kim Tutt) by phone or email **THE DAY OF** the expected absence. Failure to do so will result in the absence being counted as 2 absences, resulting in a 10% decrease in the class grade.

Academic Honesty:

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Cheating

Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, and unpermitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating. Cheating includes but is not limited to:

- Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class.
- Falsifying or inventing any information, including citations, on an assigned exercise.
- Helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism

Plagiarism is presenting the words or ideas of another person as if they were your own. Materials, even ideas, borrowed from others necessitate full and complete acknowledgment of the original authors. Offering the work of another as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials, or even the writing of a fellow student. In addition, the presentation of material gathered, assembled or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, the student is urged to carefully read university policies on Misconduct in Research and Other Scholarly Activity 05.00. Examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another.
- Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

Adding/Dropping:

The official deadline for adding and dropping courses is as published in the academic calendar and Graduate Bulletin (typically the day before Census Day). However, students are strongly encouraged to meet with their graduate advisor or the Program Coordinator prior to adding/dropping courses. Movement into and out of classes after the 4th class day requires approval of the Program Director. Students can drop until mid-semester without a WP or WF. Drops after mid-semester require approval of the Dean. Each student is responsible for their own enrollment status with the university.

Disability Accommodations:

UTHSCT abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. If you have a disability and may require some type of instructional and/or examination accommodations, please contact me early in the semester so that I can provide or facilitate provision of accommodations you may need. If you have not already done so, you will need to register with the Student Services Office (located on the UT Tyler Campus). You may call 903-566-7079 for more information.