

SYLLABUS - 01:447:382 - GENETICS LABORATORY

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THE MAIN RUTGERS RESOURCE FOR INFORMATION ABOUT THE CORONA VIRUS IS THE WEBSITE WITH URL:

<https://coronavirus.rutgers.edu/>

ALL MEETINGS AND TA OFFICE HOURS WILL BE ONLINE THIS SEMESTER

Instructor and TA contact information

INSTRUCTOR: Derek Gordon, Ph.D.
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TAs

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Website: <https://rutgers.webex.com/meet/trr54/>
Sections:

The websites are the means by which you may contact the TAs during their office hours. They will have their sites open during these times (i.e, the times they provide), and will be able to answer questions you may have.

Guidelines for contacting your TAs and professor

All TAs greatly appreciate if students e-mail time at least 24 hours in advance if they plan to attend office hours (although this is not required). If you cannot attend your TA's office hours, you are welcome to go to any of TAs for help during their office hours.

We will reply to you within 24 hours during weekdays. Please do not wait until the last minute to contact your TAs about questions regarding the Assignment. *The TAs are under no obligation to answer any student emails sent between Thursday at 5pm and Friday at 7am. Each TA's responsibility is to respond by Monday of the following week – not before.*

Required text, assignment due dates, and policies regarding cheating or plagiarism

REQUIRED TEXT:

There is no required text. Each lab you will see Information from websites or slide presentations.

WEBSITE <https://canvas.rutgers.edu/>

You can also find the home page by typing "Rutgers Canvas" on your preferred internet browser. Your username and password are the same as for your netID login.

Lab assignments open each Friday at 7am and are due the next Fridays at 7am. The one exception is for the first week, where the assignment opens on Tuesday at 7am and is due that Friday at 7am.

All students are expected to act in accordance with the Academic Integrity Policy <http://academicintegrity.rutgers.edu/>

Behavior (such as cheating) that violates this policy will be dealt with in the following manner:

A student found cheating will be given a 0 for that particular assignment (e.g., plagiarizing others' published or unpublished material). Further actions may be taken, as described in the University Code of Student Conduct (contact the Rutgers Office of Student Conduct [<http://studentconduct.rutgers.edu/>] for more information).

Student Wellness Services

Should you need emotional or some other form of assistance, Rutgers has multiple services that can help you. We list them below.

Counseling, ADAP & Psychiatric Services (CAPS)

Phone: (848) 932-7884

Address: 17 Senior Street, New Brunswick, NJ 08901

<http://health.rutgers.edu/medical-counseling-services/counseling/>

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)

Phone: (848) 932-1181

Address: 3 Bartlett Street, New Brunswick, NJ 08901

Website: <http://vpva.rutgers.edu>

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services

Phone: (848) 445-6800

Lucy Stone Hall, Suite A145, Livingston Campus

54 Joyce Kilmer Avenue, Piscataway, NJ 08854

<https://ods.rutgers.edu/>

The Office of Disability Services works with students with a documented disability to determine the eligibility of reasonable accommodations, facilitates and coordinates those accommodations when applicable, and lastly engages with the Rutgers community at large to provide and connect students to appropriate resources.

Scarlet Listeners

Scarlet Listeners – get things off your chest in a non-judgmental, empathetic space facilitated by trained students. Sessions are held Monday-Thursday evenings during the Fall and Spring semesters.

Sign up for information about times and locations at:

tinyurl.com/SLGroupSessions or email scarlet.listeners@gmail.com.

Missing assignments

A full description regarding Rutgers School of Arts and Sciences' policy on student absences (including extended absences) and missing assignments may be found here:

<http://sasundergrad.rutgers.edu/academics/courses/registration-and-course-policies/attendance-and-cancellation-of-class>

If you are experiencing chronic health issues of a physical and/or emotional nature, please contact University Health Services (<http://health.rutgers.edu>).

Please note, students who miss **three** or more complete sets of lab assignments will be advised to drop the course, as their probability of passing will be low.

Grading

A number of the assignments you will receive in this class are multiple choice or essay-type questions. For these types of assignments you will be able to see your grade after submission (multiple choice) or after the TA grades the assignment (essay-type).

Final course grade calculations

FINAL COURSE GRADES WILL BE WEIGHTED USING FOLLOWING PERCENTAGES:

Assignments:	40%
Final Exam:	15%
Quizzes:	25%

Participations:	5%
Discussion Forums:	15%

In lieu of extensions, we will drop the two lowest assignments, and the two lowest quiz grades. Your final grade will be computed based on the all other assignments.

Graded Tasks – detailed information

FOR ALL TASKS, YOU NEED TO SHOW WORK AND PROVIDE EXPLANATIONS IN ADDITION TO PROVIDING ANSWERS.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO WORK ON YOUR TASKS. THERE ARE NO EXTENSIONS FOR ANY TASKS - NO EXCEPTIONS.

- i. **Assignment:** All assignments together represent 40% of the final grade. Note: grading for all assignments is based on the following rule: for each question, you will receive 1/2 credit for a correct answer, and 1/2 credit for showing work. The assignment may be a mixture of open-ended questions, multiple-choice quizzes, and/or other types of assessment material.
- ii. **Quiz:** Questions are created using material from a current lab. There are multiple different formats of quizzes, from essay-question answers, to multiple choice, to Taken together, all quizzes represent 25% of the final grade.
- iii. **Participation Question:** These questions are designed to provide the instructor with feedback regarding particular aspects of the course. For example, one week’s question might be “What did you find most difficult about this week’s material?” Students must write two informative sentences in answer to the question. Also, we ask that any criticism be constructive (information where we can possibly make changes). The instructor will take a random sample of the answers, read them, and write a summary report that will be provided to the students.
 - a. Each participation is worth two points, one point each for each sentence. The participation question will not be opened until 24 hours before the assignment is due. The reason is that it gives the

student a chance to work on the assignment before making an evaluation.

- iv. **Discussion Forum:** Throughout the semester, you will be given a news article or research article to read and provide feedback. The article will be related to some topic covered in the course. You will be asked to respond to the professor's question, and to comment on at least one other student's response. A grading rubric will be provided.
- v. **Final Exam:** The final exam is cumulative; it contains information from all labs. The final exam is worth 15% of the final grade.

Your solutions to open-ended (e.g., essay questions) tasks are uploaded before the end of the time for that week's lab. That is, you are given one week (with the exception of Lab 01) to perform these. **NO LATE SUBMISSIONS ARE ALLOWED.** If you miss your due date for particular tasks (e.g., assignment, quiz, etc.), you will receive a 0 grade for that task.

Assignments – detailed information

Only if an assignment requires that you upload a document, these are the proper ways to proceed:

- i. All assignments must be TYPED. **Providing scanned copies of hand-written answers or pictures of solutions created by smart phones/other devices is not acceptable and credit will not be given.**
- ii. The only document types that may be uploaded are .txt, MS Word, Word Perfect, and PDF. Google Docs and links to online documents are NOT acceptable. Zipped files are not allowed either. If you don't have MS Word, there are numerous computers on campus that do have it. And every computer has a text editor.
- iii. All assignments **must** contain the following information in the following order:
 - a. Your name.
 - b. Your TA's name.
 - c. Your assigned Student Number for this class.
 - d. The name of the assignment.
 - e. For the assignments, **INCLUDE** every problem, numbered, with the question restated and your answer to that question.

- f. If you don't provide this information, you will lose two points off of your assignment (even if all your answers are correct and you showed all your work).
- iv. Please show your work for each assignment.