

**SYLLABUS - 01:447:382 - GENETICS LABORATORY**  
**Fall 2020**

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## **Instructor and TA contact information**

INSTRUCTOR: Derek Gordon, Ph.D.  
Office: Nelson Bio Labs, 604 Allison Road, Busch Campus  
Room B414 (4<sup>th</sup> floor of B wing)  
E-mail: [gordon@biology.rutgers.edu](mailto:gordon@biology.rutgers.edu)  
Office Hours: By appointment only

### **TAs**

(To be determined)

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. If you contact us on a Friday, please give us until Monday to reply, and please be patient.

Please email your TAs first. Professor Gordon will not reply to any email sent by a student unless you have contacted your TA first.

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

### REQUIRED TEXT:

There is no required text. Each lab you will see pdf chapters of the Lab manual accompanying that lab's lecture (unless otherwise stated). The exercises in the manual are there for you to become familiar with the topics. **They will not be graded, so please do not submit/email them.**

WEBSITE: <https://sakai.rutgers.edu/portal>

You can also find the home page by typing "Rutgers Sakai" on your preferred internet browser. Your username and password are the same as for your RUCS email account (scarletmail, RCI, pegasus, etc).

For each lab (with the exception of Lab 01, for which the tab opens on Monday, September 7<sup>th</sup>, 2020 at 7am), the tab containing all information and assignments for that lab will open on a Friday at 7:00 am. The assignments are due when the next tab opens (seven days). The open dates for each lab may be found in the "GA-382-Class-Schedule-Fall-2020.pdf" document in Resources-> Syllabus, Student Numbers, Guidelines, etc. folder. For example, Lab 02 opens on Friday, September 11<sup>th</sup>, 2020 at 7:00 am, and all Lab 02 assignments are due by Friday, September 18<sup>th</sup>, 2020 at 7:00 am. Lab 03 opens on Friday, September 18<sup>th</sup>, 2020 at 7:00am, and all of those assignments are due by Friday, September 25<sup>th</sup>, 2020 at 7:00 am, etc.

All students are expected to act in accordance with the University Policy for Academic Integrity. For more information, please see the document "Rutgers\_AI\_Policy\_2013.pdf" in the Sakai site under "Resources" in the Syllabus, Student Numbers, Guidelines, etc. folder mentioned above.

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](http://tinyurl.com/SLGroupSessions)** or email [scarlet.listeners@gmail.com](mailto: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, Multiple Choice Assignments**

A number of the assignments you will receive in this class are multiple choice. For these types of assignments you will be able to see your grade after submission.

Because of issues we have had regarding cheating in semesters past, students will not get feedback (such as correct answers) after submission of their assignments. Feedback will come from questions asked to the TAs or to the professor. However, students will be able to see the answer they selected for that question and the point score at the top right corner of that question.

For example, if a question is worth 1.0 point, the student will see 0.0/1.0 point if the student selected the incorrect answer, and will see 1.0/1.0 point if they selected the correct answer. However, as mentioned above, if the student does get the question wrong, they will not be informed of the correct answer.

For all assignments, grades will be made available to students ONE WEEK after the due date for that assignment. For example, the due date for 'Lab 01 Homework' is [Friday, September 11<sup>th</sup>, 2020 at 7:00 AM](#). You will receive the grade by [Friday, September 18<sup>th</sup>, 2020 at 7:00 AM](#).

## **Final course grade calculations**

FINAL COURSE GRADES WILL BE CALCULATED AS FOLLOWS:

Assignment Contribution to Final Grade

Homeworks:	35%
Final Exam:	15%
Quizzes:	15%
Lab Reports:	15%
Discussion Forums:	15%
Lecture Slide Questions:	5%

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

## **Assignment categories – detailed information**

FOR ALL ASSIGNMENTS, 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 ASSIGNMENTS. THERE ARE NO EXTENSIONS FOR ANY ASSIGNMENTS - NO EXCEPTIONS.**

EACH LAB, STUDENTS WILL SEE, IN THE CORRESPONDING TAB ON SAKAI, SEVERAL OF THE FOLLOWING ASSIGNMENTS:

- i. **Assessment:** For research purposes, students will take two assessments throughout the semester; these tools are designed to measure how much students are learning throughout the semester. They are for research purposes only and DO NOT count toward the final grade. You will have TWO hours to complete it once you start the assignment. While not graded, these assignments are REQUIRED!
- ii. **Quiz:** Note that you are assigned a quiz every other lab. The material will be based on the topics covered in the current lab and previous lab. Once you start this assignment you will have one hour to complete it. You cannot pause the quiz. That is, you have precisely one hour from the time you begin the quiz and until the assignment closes.

Each Quiz is worth 10 points. There are ten multiple choice questions (each worth one point), generally four questions from each of the two labs, and two taken from Syllabus material. Taken together, all quizzes represent 15% of the final grade.

- iii. **Final Exam:** The final exam is cumulative; it contains information from all labs. There will be 50 questions, each worth 2 points. Once you start the exam, you will have FIVE hours to complete it. The final exam is worth 15% of the final grade.
- iv. **Lecture/Lab Slide Questions:** For every lecture, there will be at least two questions in the lecture that you must answer. Once you start this assignment you will have the allotted time period to answer these two questions. However, as before, you have only up to the opening of the next lab (each following Friday, 7 am) to submit the assignment. Each Lab

Slide question is worth 1 point. Taken together, all lecture slide questions represent 5% of the final grade. Note: the only scores possible for the answers to the lecture slide questions are: 0, 1, or 2. There are no scores like 0.75, 1.5, etc.

*When you submit your lab slide answers, Sakai will automatically give you a grade of 0 - that grade is a "place holder". Your final grade for that assignment is not provided to you until the TA grades your assignment and enters it into Sakai!*

- v. Discussion Forum: Threads open with the opening of each lab module and close the following Friday at 7 am. Each lab, you will be given a current events genetics article with at least one open-ended question. The articles may or may not be related to that lab's topic. The point of these threads is to generate discussion about the material in the article. Throughout the semester, students are required to participate regularly and provide thoughtful comments. You do not need to limit yourself to only commenting. Thoughtful questions that you may have from reading the article are also valid.
- a. Please note: any and all comments must be about science, must use facts as evidence to support your claims, and **may not contain inappropriate language or content**. You are required to participate in these forums. However, your participation must be meaningful. By this, we mean that your comments should:
    - i. Be relevant to the article for that forum.
    - ii. Provide additional information, not simply restate or summarize the article.
    - iii. Be scientific, i.e., one can evaluate whether the statement is true or false.
    - iv. Avoid emotion - typically, this means use of adjectives and/or adverbs.
  - b. Regarding your response to some other student, your response should not be a restatement or summary of the other student's work, and your statement should be relevant to that Forum's article.
  - c. Participation will be graded on a 0-to-2 scale every lab. Note that, in what follows, the word "comment" may be replaced by "question". Points are given as follows:



1. You will receive **0** points if you do nothing or if you comment is not meaningful (as described above; item (a)).
  2. You will receive **1** point if you write a meaningful/thoughtful original comment **OR** if you provide a meaningful response to someone else's comment (including TA or Instructor comments).
  3. You will receive **2** points if you write a meaningful/thoughtful original comment **AND** you provide a meaningful response to someone else's comment (including TA or Instructor comments).
  4. Note: the scores for Forums are either 0, 1, or 2; there are no scores like 1.5, etc.
- ii. Forums threads in the semester represent 15% of the final grade.
- vi. **Homework:** Each homework is worth 10 points. All homework assessments together represent 35% of the final grade. Note: grading for all homework 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.

## **Student ID Number for homework**

At the beginning of the course, you will be assigned a Student ID number for Homework assignment purposes (this is just for Genetics Lab 382, it has nothing to do with your RUID). Please use this number to collect your homework. You can find your student number (and your section number) on the GA382 Sakai site under "Resources" in the Syllabus, Student Numbers, Guidelines, etc. folder. Please open (or download) the file:

"GA382 - Student Numbers for Assignments.pdf".

Note: These assigned numbers **may be temporary, most probably only used for your first homework assignment.** The reason for this is that the first week of classes usually coincides with the drop/add period. Most of the time, this means that new students are added to the roster. After this last period of enrollment has passed, your TAs will confirm what your final number for assignments will be.

If you perform someone else's assignment, even by mistake, you **will get no credit for your assignment.**

For the labs where homework is assigned, once you learn what your student number is, you will find your homework assignments in "Resources" in the folder corresponding to that homework's Lab number. For example, if you want to retrieve your homework for Lab 01, click on the 'Resources' tab and then click on the "Lab 01" folder. There, you will see the folder "Homework". Once inside this folder, please select the folder corresponding to your section number. Inside, you will find the homework that corresponds to your student number. You can either click on the link or save the file.

Your solutions to these homework assignments are to be uploaded on Sakai before the end of the time for that lab. That is, you are given one week (with the exception of Lab 01) to perform these assignments. **NO LATE SUBMISSIONS ARE ALLOWED.** If you miss your due date for the homework, you will receive a 0 grade for that assignment.

To upload your homework assignment, please click on the respective link located either in the appropriate Lab tab or in the 'Assignments' tab.

## **Lab homework assignments – detailed information**

- i. These are the proper ways to upload homework assignments and lab reports: All assignments must be TYPED. **Providing scanned copies of hand-written answers or pictures of solutions provided by smart phones or 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 homework assignments (with the exception of the lab reports), 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. As noted above, please show your work for each homework assignment.
  - v. Note: Sometimes, given the material that will be covered in that lab, these homework assignments will be presented to you as quizzes.

### **Lab report assignments – detailed information**

- i. Ehen a lab report is assigned, students are to write about data from that will be provided to them.
- ii. The format of these Lab Reports will be:
  - a. Objectives (worth 2 points)
  - b. Methods (worth 3 points)
  - c. Results (worth 3 points)
  - d. Conclusions (worth 2 points)
- iii. DO NOT merge sections. DO NOT simply describe a particular bab session or what you read about a topic. The idea is that through these reports you show that you understand the material.
- iv. PLEASE READ THE LAB REPORT GUIDELINES:
- v. These Guidelines can be found on the GA382 Sakai site in the Syllabus, Student Numbers, Guidelines, etc. folder under under the Resources Tab.
- vi. For most labs, a lab report is not assigned. We expect that two lab reports will be assigned throughout the semester. Lab Reports represent 15% of the final grade.
- vii. Please DO NOT COPY THE HOMEWORK QUESTION INTO YOUR LAB REPORT! Sakai uses *Turnitin* software (please see below), that checks for duplication among documents (i.e., potential plagiarism). When you copy the question into your lab report, you run the risk of having the same text

as someone else. This results in an increase in your *Turnitin* score, with a potential 0 for the lab report grade.

- viii. As with Homework assignments:
- a. Lab Reports are to be uploaded on Sakai before the next class start date (check Class Schedule).
  - b. To upload your Lab Report, please click on the respective link located either in the appropriate Lab tab or in the 'Assignments' tab.
  - c. All Lab Reports must be TYPED. Providing scanned copies of hand-written Reports is not acceptable and credit will not be given.
  - d. 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.
  - e. **A final note about Lab Reports:** *Turnitin* checks the amount of non-original material in a lab report. Students will have an opportunity to see their *Turnitin* scores when they submit. Each student has **10 opportunities** to submit the lab report, up to the minute that the next lab starts (check the Class Schedule pdf). The final report MUST have a ***Turnitin* score below 25%**. Anything higher will result in a 0 grade for that assignment. That means, for example, that if a student has a *Turnitin* score of 26%, that student gets a 0 for the lab report.
    - i. **Lab report submission timing – a word of advice:**  
*Turnitin* sometimes takes up to 24 hours to generate a score. That means, if you submit your lab report after 7 am on Thursday, you may not have a *Turnitin* score by the due date. If the score is greater than 25%, you will still get a 0 for the assignment. Therefore, even if you haven't finished your lab report, submit what you have before Thursday to get a preliminary *Turnitin* score. This way, you have a sense of how much material you need to change. Remember, you can re-submit your lab report up to nine times before the due date.

## **Regrade requests**

If you think that your assignment has not been graded correctly, you may fill out and submit a Regrade Request Form. You will find the form in the Resources

-> Syllabus, Student Numbers, Guidelines, etc. folder. Note that you may only submit such a form within **one week** of the date that you receive the assignment back. Thus, if your assignment is due on September 14<sup>th</sup>, the TA will get the assignment back to you by September 21<sup>st</sup>. You must submit the request by September 28<sup>th</sup> or it will not be considered.

Please note that there is no guarantee that your request will be approved. That decision is made by Professor Gordon.

If your request is approved, the assignment will be given to another TA for grading. The regraded assignment score may be **higher** or **lower** than the original grade. Regardless, the score for the regrade will be the one that is entered into your records. Thus, it behooves you to think carefully as to whether you want your assignment regraded.