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## BCMB 406A Laboratory Schedule, 2014

Week	Dates	Lab(s)	Day 1	Day 2	Due Dates
1	Sept. 8-12	<b>Introduction and Safety talk</b> <b>Lab 1:</b> Isolation and Identification of Peptides and Proteins	Bradford assay	1 <sup>st</sup> dimension of 2D-PAGE	
2	Sept. 15-19	<b>Lab 1:</b> Isolation and Identification of Peptides and Proteins	2 <sup>nd</sup> dimension of 2D-PAGE and HPLC	Gel imaging & spot excision	
3	Sept. 22-26	<b>Lab 1:</b> Isolation and Identification of Peptides and Proteins <b>Lab 2:</b> Immunological Characterization of Cancer Cell Lines	Lab 1: Tryptic digestion and HPLC Lab 2: Prelab talk	Lab 1: Zip-tip plate spotting	Lab 2 calc. problem set
4	Sept. 29 - Oct. 3	<b>Lab 1:</b> Isolation and Identification of Peptides and Proteins <b>Lab 2:</b> Immunological Characterization of Cancer Cell Lines	Lab 1: Mass spectrometry Lab 2: Cell culture and cell staining	Lab 1: Protein identification Lab 2: Complete FACS staining	
5	Oct. 6-10	<b>Lab 2:</b> Immunological Characterization of Cancer Cell Lines	Cell culture and T-cell assay set-up	T-cell assay	Lab 1 Report (due on Day 1)
6	Oct. 13-17	<b>Thanksgiving Oct. 13<sup>th</sup> (No Labs all week)</b>			
7	Oct. 20-24	<b>Lab 2:</b> Immunological Characterization of Cancer Cell Lines	FlowJo tutorial and data analysis		FlowJo exercise Midterm (Lab 1)
8	Oct 27-31	<b>Lab 3:</b> Chromatin Immunoprecipitation Analysis of YEF3	Chromatin prep, MNase digestion and reverse cross-linking	DNA purification and agarose gel	
9	Nov. 3-7	<b>Lab 3:</b> Chromatin Immunoprecipitation Analysis of YEF3	Immunoprecipitation (IP)	IP and reverse cross-linking	Lab 2 Report (due on Day 1)
10	Nov. 10-14	<b>Reading Break - No Labs</b>			
11	Nov. 17-21	<b>Lab 3:</b> Chromatin Immunoprecipitation Analysis of YEF3	IP DNA purification, conventional PCR and QPCR	Agarose gel and data analysis	Flow chart assignment
12	Nov. 24-28				Lab 3 Report (due on Day 1)
<b>TBA - Final exam during regular exam schedule (Labs 2 and 3)</b>					

## Evaluation and Assessment

### Percentage Breakdown for the Course:

Lab Reports	<b>30 %</b>	see pages iv and vi for more details
Exams	<b>45 %</b>	see page iv for more details
Practical Assessment	<b>15 %</b>	see page iv for more details
Laboratory Journal	<b>10 %</b>	see page iv for more details

### Final Course Percentages:

A final percentage will be calculated for the course based on the above criteria. All percentages will be rounded to the nearest whole number. For example, a calculated percentage of 79.49% will be recorded as 79% whereas 79.50% will be recorded as 80%.

### Letter Grades will be assigned as follows:

90 - 100	A+
85 - 89	A
80 - 84	A-
77 - 79	B+
73 - 76	B
70 - 72	B-
65 - 69	C+
60 - 64	C
50 - 59	D
0 - 49	F (or N*)

#### \* N grades

Students who have completed the following course requirements will be considered to have completed the course and will be assigned a final percentage and letter grade.

- *In class lab work (all Day 1 and Day 2 components of the practical work must be performed)*
- *Midterm exam*
- *Final exam*

Failure to complete one or more of these elements will result in a grade of "N" regardless of the cumulative percentage on other elements of the course. An N is a failing grade, and it factors into a student's GPA as 0. The maximum percentage that can accompany an N on a student's transcript is 49.

**Lab Reports (30%):** Marks for the lab reports will be assigned as indicated below.

- Labs 1 and 3 will be informal lab report write ups.
- Lab 2 will require a formal lab report write up.

<b>Laboratory Report</b>	<b>Marks</b>
Lab 1 – Isolation and Identification of Proteins and Peptides	30
Lab 2 – Immunological Characterization of Breast Cancer Cell Lines	40
Lab 3 – Chromatin Immunoprecipitation (ChIP) Analysis	30
<b>Total Marks</b>	<b>100</b>

**Lab Exams (45%):**

The lab exams are non-cumulative. The midterm will be a two hour exam and will cover material from lab 1 only. The final exam will be a three hour exam scheduled during the regular exam period in December and will cover material from lab 2 and 3 only.

Midterm (TBA)	• covers lab 1 (15%)
Final Exam (TBA)	• covers labs 2 and 3 (30%)

**Practical Evaluation (15%):**

Practical assessments will be done for each student by laboratory instructors and teaching assistants and will consist of:

- Frequent pre-lab quizzes to assess preparedness
- Pre-lab and in-lab assignments, calculations and problem sets
- Frequent evaluation of experimental results to assess technique
- Thoroughness of clean-up at each bench after the lab

Weighting of these assignments will vary based on the discretion of the instructors.

**Maintenance of a Laboratory Journal (10%):**

You are expected to provide a hard cover or spiral bound notebook to be used as a laboratory journal. This book is dedicated to recording raw data to be used for writing lab reports and must be brought to every lab session. Data will be marked periodically throughout the course and will be submitted at the end of the term for final evaluation.

Please write in ink and include all relevant information, such as:

- Date and title of the experiment
- Unknown numbers
- Pre-lab or in-lab calculations
- Detailed procedural steps used when not working directly from the lab manual
- All raw data you (and/or your partner) generate with important information included
- Experimental conditions (temperature, time, wavelengths, etc...)
- Loading order and volumes of samples put onto gels, etc...
- Changes to the procedure or mistakes/errors made
- Handouts of data and/or copies of student data posted on CourseSpaces
- **Observations and interpretations of results (this is new compared to expectations in second and third year lab courses in this department)**

**Note:** Portions of marked lab reports will not be considered as lab journal entries.

## Course Policies

### ***Attendance***

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in a mark of 'N' (**incomplete**) for the course. A change of lab section must be arranged with the lab instructor **prior** to the lab period. Students who miss a lab for medical reasons are responsible for maintaining their lab journal and for obtaining the data needed to write up the lab report.

It is important to arrive on time. Students who arrive after a pre-lab quiz has begun will not be given extra time to complete the quiz. No makeup quizzes will be given for students who arrive after a quiz is over. The instructor reserves the right to refuse late arrivals or withhold practical marks associated with that lab if a student shows up late without a legitimate reason.

### ***Late Assignments or Lab Reports***

Late assignment or lab reports (either the hard copy or the electronic copy) will be penalized 10% per day, 15% over the weekend and will not be accepted after one week (7 days) following the designated due date. If they are received following a long weekend, they will be penalized 25% (15% for Saturday and Sunday plus 10% for the additional day).

### ***Re-marking Policy***

Students have one week to review marked assignments, lab reports, quizzes, journal entries, practical assessments, etc... and resubmit them. Any resubmissions will involve remarking of the entire assignment and students will be given the grade assigned after the second review.

### ***Accessibility Statement***

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach an instructor and/or the Resource Centre for Students with a Disability (RCSD) as soon as possible. The RCSD staff is available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Their website is <http://rcsd.uvic.ca/>. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

### ***Department Policies***

This course abides by the departmental policies outlined in the document "Departmental Information and Policies" located on CourseSpaces.

## Course Experience Survey (CES)

We value your feedback on this course. Towards the end of term, as in all other courses at UVic, you will have the opportunity to complete an anonymous survey regarding your learning experience. The survey is vital to providing feedback to us regarding the course and our teaching, as well as to help the department improve the overall program for students in the future. The survey is accessed via MyPage and can be done on your laptop, tablet, or mobile

device. We will remind you and provide you with more detailed information nearer the time but please be thinking about this important activity during the course.

### Formal Laboratory Report Format

- **All laboratory reports must be written up individually.**
- Text should be type written and double-spaced.
- Use 12 point font of a standard style such as Arial or Times New Roman.
- Refer to Moodle for a more detailed description of lab report expectations.

Laboratory reports should be *brief and concise* and should include the following:

**Introduction:** In a few well written paragraphs, state the purpose and introduce the main concepts of the lab by defining important terms and explaining new ideas. As well, briefly describe and indicate the purpose of performing the individual techniques or experiments.

**Methods:** Refer to the source of the procedure by referencing the lab manual in proper citation format. Include any *significant* modifications that were communicated to you either verbally or in written form. Also, include mistakes that were made by you, your partner or other individuals that may have affected your results.

**Results:** Organize data in the form of fully labeled tables, graphs or figures. State the results in written form in a *Results Summary* placed before the figures, drawing attention to the key results. Reserve *all* interpretation for the discussion. Tables, graphs and figures should be numbered in the order in which they are cited in the text.

**Discussion:** The discussion should provide an interpretation of your results. Be concise. Keep discussion relevant to the data generated from your own experiment (and that of your classmates when appropriate). Incorporate into your discussion the answers to any relevant questions that appear in the lab manual. In a couple of sentences, draw a conclusion based on the results of the experiment.

**Appendix:** Include raw data, calculations and other information that is relevant. Remember to number your appendices and include a basic title for each.

**References:** Online links to all relevant reference papers can be found on Moodle. Laboratory reports must be referenced following the format of the *Journal of Molecular Biology*. This is the same format we use in the lab manual.

**Please note:** A lab report submission consists of both a hard copy and electronic copy. Hard copies of reports are to be submitted to the instructor by **4:00 pm** on the designated due date. The electronic copy is to be uploaded to Turnitin by **11:59 pm** on the due date.

## **University Policy on Academic Integrity**

Suspected cases of plagiarism or cheating will be documented and submitted to the department chair for penalty assessment as described in the UVic calendar (2014-2015).

### **Plagiarism**

A student commits plagiarism when he or she:

- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

### **Falsifying Materials Subject to Academic Evaluation**

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared by someone else and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

### **Cheating on Assignments, Tests and Examinations**

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests and examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners

### **Collaborative Work (Penalties) \* See below for details specific to this course.**

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects, instances of prohibited collaboration on a substantial part of the assignment should result in a grade of zero for the assignment, while instances of prohibited collaboration on the bulk of the assignment should result in a grade of F for the course.

**\* In BCMB 406A, it is required that all assignments and lab reports be written up independently. Collaborative work is only allowed in specific situations when students are directed to share data by the instructor. Students can discuss thoughts and ideas**

**with other students but all written work must be original. Be sure to submit work that is entirely your own.**



## Safety Regulations

Work in a microbiology laboratory involves exposure to living microorganisms, many of which must be considered as potential pathogens. Personal recognition of safety and the acceptance of certain precautions are therefore necessary prerequisites to working in the laboratory.

1. **Access to the laboratory is limited to instructors and students.**
2. **No eating, drinking or smoking in the laboratory.** Keep paper, pencils, fingers, and other objects out of the mouth.
3. **Safety glasses must be worn at all times.**
4. **Laboratory coats must be worn and properly fastened by all personnel working in the laboratory and must not be worn in public places.** Laboratory coats will be provided for you and will be shared between sections. If you would prefer a lab coat of your own, you will need to bring one to your first lab section. It will be kept in the lab until the end of the course, at which time it will be autoclaved and available for pick-up.
5. **Open-toed shoes or sandals should not be worn and bare legs are not allowed.** Capri pants, skirts and shorts are only allowed if they cover the knees when you are sitting down.
6. **Lab doors and windows must be closed when working with Level 2 organisms.**
7. **Personal items (coats, bags, etc...) must be kept away from the work area.**
8. **Wash hands before and after completing all lab work.**
9. **Long hair must be tied back** to protect against burning and falling into stains, chemicals or bacterial cultures.
10. **Gloves must be worn in the following situations:**
  - Working with Level 2 organisms
  - Working with potentially harmful reagents
  - If you have open cuts or abrasions on your hands
11. **Gloves and lab coats are not to be worn outside of the lab.**
12. **Remove gloves when working with communal equipment and computers.**
13. **Bunsen burners are to remain off when not in use.**
14. **Dispose of all liquids into the designated waste containers.** No liquids are to be poured down the sink (except water).
15. **Contaminated liquid waste must be autoclaved prior to disposal.**

16. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.**  
This includes pipette tips, agar plates, contaminated gloves or paper towels, etc...
17. **Report any accidents or safety concerns to an instructor immediately.**
  - If skin comes into contact with chemicals, wash immediately with cold running water for at least 10 min.
  - In the event of a bacterial spill, pour an equal volume of bench disinfectant on top of the spill and allow it to sit for five minutes. Clean up the spill wearing gloves and using a no-touch technique. Discard all waste in a yellow biohazard bucket for autoclaving. **WASH YOUR HANDS with hand disinfectant and soap.**
  - Do not pick up broken glass. The instructor will do this.
  - If something has splashed in your eyes, rinse them at the eye wash station for at least 20 min.
18. **Mouth pipetting is prohibited.** A safety bulb or pipettor must be used.
19. **Sitting on laboratory work surfaces is prohibited.**
20. **Use of cellular devices is not allowed in the lab.**
21. **Note the location of the following safety equipment:**
  - Eye wash station
  - Safety shower
  - Fire extinguisher
  - Telephone
  - Fire alarm
22. **Before leaving the laboratory:**
  - Place all cultures and other contaminated materials to be discarded in the appropriate containers for sterilization in the autoclave
  - Put your experimental materials (**labeled!**) in the appropriate bins or racks for incubation or storage
  - Place contents of “tip discard” and used microfuge tubes into yellow biohazard bucket
  - Rinse all glassware and place in the appropriate bin(s)
  - Check that gas, water and microscope lights are turned off
  - Wash the bench top with bench disinfectant
  - Wash your hands thoroughly with hand disinfectant and/or soap

## Building Evacuation in Case of Fire

### If you discover a fire:

- Activate the nearest fire alarm pull station.
- Call **911** and Campus Security Services at **7599**. State your name and location.
- Evacuate the building.

### If you hear a fire alarm:

- If possible secure equipment and close windows and doors.
- Follow the established evacuation route. Do not use elevators.
- Meet at your designated Emergency Evacuation Site.
- Do not re-enter the building until permission is given by the Fire Department.

### If you cannot evacuate:

- Close the doors between you and the fire.
- If possible call **911** and advise the Fire Department of your situation.
- Hang clothing or a cloth from a window to alert emergency response personnel.

## Earthquake Evacuation Procedures

### During an Earthquake:

- Get away from windows and heavy objects.
- Duck, cover and hold on. Crouch low to the ground; protect head with your arms; seek cover under and hold onto heavy furniture. Watch for moving objects.
- If you are in an interior hallway, stay there and crouch against the wall. Watch for swinging doors.

### After an Earthquake:

- After the shaking stops wait 60 seconds then evacuate the building. Do not use elevators.
- Meet at your designated Emergency Evacuation Site. Keep away from power lines and buildings to avoid falling debris.
- Report any injuries to Campus Security Services.

## Biochemistry and Microbiology Laboratory Acknowledgement Form

**NAME** \_\_\_\_\_

**COURSE** \_\_\_\_\_

**LAB INSTRUCTOR** \_\_\_\_\_

Experiments conducted in a Microbiology and Biochemistry laboratory involve the handling of pathogenic organisms. Failure to handle and dispose of these organisms correctly may lead to infection, injury or even serious illness. For the safety of everyone, it is required that you understand and follow the appropriate laboratory procedures as outlined by your laboratory instructor.

Your signature below is your acknowledgement that you have read the safety regulations and agree to abide by them.

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE