

EVPP 113 - All Sections - "Ecosphere: Environmental Science II-Lab"

LAB SYLLABUS - Spring 2020

21 Jan 2020

Revised due to coronavirus on 3/22/20

Revisions shown in strikethroughs of original text (in original color) and new text in blue (except for links which were already in slightly different blue)

Syllabus Outline (use the hyperlinks to quickly move to the desired section of the syllabus)

- | | |
|--|--|
| <p>I. Instructor contact information</p> <p>A. Lab Instructor Contact Information</p> <p>B. Course Coordinator Contact Information</p> <p>II. University-level Course Information</p> <p>A. Course Administrative Details</p> <p>B. Course Pre-requisites</p> <p>C. Course Description</p> <p>D. Mason Core Learning Objectives Fulfilled by Course</p> <p>III. Course Materials</p> <p>A. Required</p> <p>IV. Course Structure</p> <p>A. Background on the Nature of the Lab Experience</p> <p>B. Lab Class Format</p> <p>1. Reflective Discussion and Pre-lab Lecture</p> <p>2. Execution of Lab Exercises</p> <p>C. Lab Class Period</p> <p>D. Lab Schedule</p> <p>V. Grading and Course Work</p> <p>A. Relation of Lecture and Lab Courses</p> <p>B. Course Workload</p> <p>C. Lab Work and Grade Components</p> <p>1. Weekly Data Sheets</p> <p>a. Deductions from Weekly Data Sheets Grade</p> <p>i. Punctuality</p> | <p>ii. Behavior and Participation</p> <p>iii. Lab Clean Up</p> <p>2. Weekly Write Ups</p> <p>3. Weekly Pre-lab Quizzes</p> <p>4. Lab Syllabus and Safety Quiz</p> <p>5. Scientific Paper Tutorial On-Line Assignment</p> <p>6. Formal Lab Report with Peer-Review Self-Review</p> <p>7. Lab Manual Book Check</p> <p>8. Weekly Submission</p> <p>VI. Course Policies</p> <p>A. Lab Safety Orientation and Rules Acknowledgement Form</p> <p>B. Attendance</p> <p>1. Expectations</p> <p>2. Consequence of Missing a Lab</p> <p>a. General</p> <p>b. Labs Missed Due to Late Registration</p> <p>c. Labs Missed Due to Participation University Activities or Religious Observations</p> <p>3. Consequence of Missing More Than Three Labs</p> <p>4. Adjustments to Compensate for Strict Attendance Policy</p> <p>a. Some Points Dropped from Three Lab Components</p> <p>b. Perfect Attendance Bonus</p> |
|--|--|

- C. [Switching Lab Sections](#)
 - D. [Personal Electronic Device Use in Lab](#)
 - E. [Resolving Disputes Between Lab Instructors and Students](#)
 - F. [Email Expectations](#)
 - G. [Instructional Continuity in the Event of University Closings](#)
 - H. [Grades in Blackboard](#)
- VII. [University Policies](#)
- A. [Academic Integrity](#)
 - B. [Disability Accommodations](#)
 - C. [Diversity](#)
 - D. [Student Privacy](#)
 - E. [Student Support Resources](#)
 - F. [Emergency Preparedness](#)

I. Instructor Contact Information

A. Lab Instructor Contact Information

There are multiple instructors teaching the various sections of EVPP 113 lab but each section has only one instructor. All EVPP 113 lab sections are governed by this syllabus, regardless of the instructor. All instructor mailboxes are located in DK 3038. Each lab instructor will provide to students on the first day of class their contact information, office hours and office location, which students should record for future reference. This information will also be available on the lab Blackboard page after the first week of the semester. It is the student's responsibility to know their lab instructor's name and contact information.

B. Course Coordinator Contact

Information

All EVPP 113 lab sections are coordinated by, and all EVPP 113 lab instructors report to, the EVPP 108/109/110/111/112/113 course coordinator, whose contact information follows:

Course Coordinator: Dr. Kim Largen

Office: DK 3027 Not

applicable from 3/7 through end of spring 2020 semester

Phone: 703-993-1048 Not

applicable from 3/7 through end of spring 2020 semester

Mailbox: DK 3005 Not applicable from 3/7 through end of spring 2020 semester

Email: klargen@gmu.edu

Office Hours: 1/22-3/6: MWF

7:30am-8:15am and MWF 10:30am-

11:15am in DK 3027. Effective 3/23,

100% of office hours will be online -

periodic sessions on variable days at

variable times on-line via Blackboard

Collaborate which will be announced

in advance

II. University-level Course Information

A. Course Administrative Details

Title: "The Ecosphere - Introduction to Environmental Science II-Lab"

Number: EVPP 113

Section: This syllabus applies to all EVPP 113 lab sections for this semester.

Credits: ~~This stand-alone combined lecture/lab course is worth 4 1 credit-hours.~~ This stand-alone combined

Meeting Days and Times: These are specific to each lab section, refer to

patriotweb. Effective 3/23/20 - ALL lab sections will be taught virtually and there will be no further face-to-face meetings of lab sections for the spring 2020 semester. ALL lab sections will function on a Monday-Sunday week basis with lab assignments becoming available on-line at 12:00am on Monday and all associated lab work for that week being due the following Sunday at 11:59pm.

Location: All EVPP 113 lab sections meet in DK 3044. Effective 3/23/20, there will be no face-to-face meetings of lab classes and students will complete the on-line lab work remotely.

Blackboard: One Blackboard page titled "EVPP 111/113 Lab - ALL Sections - Spring 2020" will serve all EVPP 113 lab sections and all cross-listed EVPP 110 lab course sections. A separate Blackboard page will serve the lecture portion of EVPP 111 and the lecture-only EVPP 112 course.

B. Course Prerequisites

There are no prerequisites for this course.

C. Course Description

Studies components and interactions that make up natural systems of our home planet. Teaches basic concepts in biological, chemical, physical, and earth sciences in integrated format with lecture, laboratory, and field exercises.

This is an environmental science course, not an environmental

studies course.

D. Mason Core Learning Objectives Fulfilled by the Course

EVPP 113 is an environmental science lab-only course which fulfills, along with the EVPP 108 lecture course, the Mason Core natural science requirements for non-science majors.

The Mason Core - Explorations - Natural Science courses engage students in scientific exploration; foster their curiosity; enhance their enthusiasm for science; and enable them to apply scientific knowledge and reasoning to personal, professional and public decision-making.

To achieve these goals, students will:

- Participate in scientific inquiry and communicate the elements of the process, including:
 - making careful and systematic observations.
 - developing and testing a hypothesis.
 - analyzing evidence.
 - interpreting results.

III. Course Materials

A. Required

The following are required for the lab portion of this course:

- *Environmental Science Lab Manual and Notebook - Volume 2: The Issues, 3rd Edition*, (ISBN: 9781524953409), by Kim Largen, published by Kendall

Hunt. NOTE: This is an on-line only publication and is the version required for the course.

- Access to a web-enabled device during lab class, and after 3/23/20 remotely, for the purpose of accessing lab activity instructions and completing and submitting lab data sheets all lab work. Students should plan on bringing to every lab class a web-enabled laptop, notebook, tablet, or smart phone.

IV. Course Structure

A. Background on the Nature of the Lab Experience

It is important that students understand up front that the nature of the lab experience in environmental science is probably quite different from lab experiences they may have had in high school or in other college science courses such as biology or physics. The environmental science lab experience is inherently **messy**, both physically and "mentally"!

The physical "messiness" derives from the fact that many lab activities involve going into the field, where students are exposed to nature (variations in weather, insects, poison ivy, possibly snakes, plants, dirt, mud, streams, ponds, etc.). Students can expect to get wet and dirty during these field experiences. Often, samples of materials (soil, water, insects, leaves, etc.) collected in the field are brought back into the lab for observation, experimentation and/or

manipulation, again resulting in students getting dirty.

The "mental messiness" derives from the fact that the environment is a huge, complex system with processes that normally occur over large periods of time, neither of which characteristic is conducive to simple lab exercises that can be started and completed during a single lab class period. As a result, some parts of an exercise may require action in the lab during a single week, two weeks in a row, one week and then not again for several weeks, or one week and then not again for a couple of months. This means that there will ALWAYS be many activities from several different lab exercises going on during any given week in lab class!!! Students must be capable of and willing to **multi-task** in order to derive the desired benefit from the lab exercises.

Please consider the preceding three paragraphs carefully and immediately!! If you are not capable of, or not willing to engage in, multi-tasking, don't like getting dirty and don't like going outside, then EVPP 113 might not be the best natural science general education class for you to take and you might want to consider one of the other courses such as biology, astronomy, chemistry, geology, or physics to meet your natural science general education needs.

B. Lab Class Format

1. Reflective Discussion and Pre-lab

Lecture

This applies only to face-to-face lab classes conducted from 1/21/20 through 3/6/20. Effective 3/23/20, all lab instruction will be conducted on-line remotely.

Each lab class will begin with a brief **reflective discussion** of the previous week's lab activities.

Following the reflective discussion, your lab instructor will present a **pre-lab lecture**. During this lecture the lab instructor will 1) present content to provide a basic understanding of the concepts related to the day's activities, 2) address any questions about the pre-lab quiz, and 3) review the procedures to be carried out that day.

The presentation of content to provide a basic understanding of the concepts related to the day's activities is important because the concepts pertaining to the lab activities for a given week will **NOT** usually be in sync with the concepts being covered in lecture that week.

The answers to a pre-lab quiz are available to students after the due date for the pre-lab quiz passes. Instructors will not go over the pre-lab quiz in lab class but students are welcome to ask questions about the pre-lab quiz at the beginning of lab class.

The lab instructor will also do a "talk through/demo" of the

procedures to be carried out that day and will point out any corrections or changes to the procedures and any changes in equipment or materials.

Due to the importance of the reflective discussion and pre-lab lecture, students must arrive to lab on time and pay attention to the pre-lab lecture. Students are not to use their personal laptop computers, or any other personal electronic device **during** the pre-lab lecture for any purpose unless directed to do so by their lab instructor.

2. Execution of Lab Exercises

Effective 3/23/20, students will execute lab activities on-line remotely working as individual students utilizing a computer and the internet.

Following the pre-lab lecture, students will work in groups to set-up, monitor, and/or complete activities from one or more lab exercises. A lab exercise consists of a group of activities related to one or more environmental science topics or concepts. By carrying out these exercises, students obtain experience with the use of materials, techniques, and equipment related to the pursuit of environmental science as well as exposure to the scientific method and the benefits and challenges associated with its use. The lab exercises are found in the lab manual.

C. Lab Class Period

Effective 3/23/20 and through the end of the spring 2020 semester, there will be no face-to-face meetings of lab classes. All lab students, regardless of their lab section or previous face-to-face meeting day/time, will work on a lab week that runs from 12:00am Monday to the following Sunday at 11:59pm. Students will work individually to complete the week's lab assignments, which will become available at 12:00am each Monday, and will post their completed lab work for that week to Blackboard by 11:59pm on the following Sunday.

Lab periods are 2 hours 40 minutes long. Students should be prepared to spend the **entire** period in lab class!

D. Lab Schedule

The lab schedule can be found at the end of this syllabus and is posted on the lab Blackboard page. This schedule indicates the lab exercises/activities that are planned to be conducted each week. From 1/21/20 through 3/6/20, it was ~~It is~~ important to refer to this schedule to find out what lab exercises/activities you need to read to prepare for each week's pre-lab quiz and lab activities. The schedule also indicates whether the lab activities will be conducted inside and/or outside so that you can dress accordingly. The schedule is subject to change for a variety of reasons including inclement weather

or equipment problems. If changes to the schedule are necessary, they will appear in the lab schedule that is posted on the lab Blackboard page. **IT IS THE STUDENT'S RESPONSIBILITY TO CHECK BLACKBOARD REGULARLY TO KEEP ABREAST OF THE LAB SCHEDULE.**

Effective 3/23/20, a new lab schedule is in place. Please refer to the revised schedule to determine the lab activities that students will conduct independently each week and the due date for each week's lab work.

V. Grading and Coursework

A. Relation of Lecture and Lab Courses

EVPP 113 is a stand-alone lab course and some students are taking it as a stand-alone course. Some students are taking EVPP 113 as well as the stand-alone lecture course EVPP 108 to satisfy a Mason Core natural science lab science requirement. If you are taking EVPP 113 along with EVPP 108, please note that the material in lecture and lab will not be in sync and the required topical background information necessary to understand the lab activities will be presented in the pre-lab lecture at the beginning of each lab class.

Since this is a stand-alone course, the entire grade for EVPP 113 will be based on 300 points derived from your performance in lab.

Table 1 below shows the grading scale that will be used to

determine your final grade for this 1-credit-hour lab course:

Table 1. Course grading scale

<u>Final Course Point Total</u>	<u>Final Course Average</u>	<u>Final Course Grade</u>	<u>Grade Points</u>
288 - 300	96% - 100%	A+	4.00
270 - 287	90% - 95.9%	A	4.00
264 - 269	88% - 89.9%	A-	3.67
258 - 263	86% - 87.9%	B+	3.33
240 - 257	80% - 85.9%	B	3.00
234 - 239	78% - 79.9%	B-	2.67
228 - 233	76% - 77.9%	C+	2.33
210 - 227	70% - 75.9%	C	2.00
204 - 209	68% - 69.9%	C-	1.67
180 - 203	60% - 67.9%	D	1.00
≤ 179	≤ 59.9%	F	0

B. Course Workload

A general rule of thumb for the amount of time that will be required outside of class time for a course is 1 to 3 hours per credit hour (1 hour/credit hour for "easy" courses, 3 hours/credit hour for "difficult" course). Whether or not this course is "easy", "moderate" or "difficult" depends on each student's background, interests, aptitude, study skills, etc. Depending on where you fall within that difficulty spectrum, you should expect to spend between 1 and 3 hours each week on this lab course outside of the time you spend in lab class.

C. Lab Work and Grade Components

The lab grade will be based on the weekly data sheet grades (due 1/27/20-3/6/20), the weekly write up grades (for activities conducted 1/27/20-3/6/20), weekly pre-lab quizzes (due 2/2/20-3/23/20), the lab syllabus/safety quiz, the scientific paper tutorial on-line assignment, ~~and~~ the formal lab report with ~~peer-review~~ self-review, and the weekly submissions associated with lab work conducted during the switch to on-line instruction. Explanations of each of these components can be found in the sections of that follow. Table 1 below summarizes what portion of the lab grade will be determined by each of the

components of the lab work.

Table 2. Values of Lab Work Grade Components

Lab Work Grade Component	# Points Toward Lab Grade	% of Lab Grade
Weekly data sheets (13@6.25 = 81.25 possible, 75 counted) For labs 1/21-3/6 (6@6.25 = 37.5 possible, 31.25 counted)	75 31.25	25.00% 10.42%
Weekly write ups (12@7.25 = 87 possible, 79.75 counted) For labs 1/21-3/6 (5@7.25 = 36.25 possible, 29 counted)	79.75 29	26.58% 9.67%
Weekly pre-lab quizzes (12@5.75 = 69 possible, 63.25 counted) Due 2/2-3/23 (6@5.75 = 34.5 possible, 28.75 counted)	63.25 28.75	21.08% 9.58%
Lab Syllabus and Safety Quiz	12	4.00%
Scientific Paper Tutorial On-Line Assignment	12	4.00%
Formal lab report	43	14.33%
Formal lab report peer-review self-review process	8	2.67%
Lab manual book check	7	2.33%
Weekly submission (7@21.5 = 150.5, 129 counted)	129	43%
Total	300	100%

1. **Weekly Data Sheets** (~~75~~ 31.25 of the 300 possible points, or ~~25.00%~~ 10.42%)

This grade component applies to the weekly data sheets completed in association with the face-to-face meetings of lab classes that occurred between 1/27/20 and 3/6/20.

Prior to leaving each face-to-face lab class, students will complete and submit electronically the data sheets associated with the

lab activities conducted that day. In any given lab class there may be one to several data sheets completed. The data sheets are accessed via the on-line lab manual. The data sheets must be completed electronically (meaning no hand-completion of hard copies of the data sheets). The submission of the completed data sheets will be via uploading the completed data sheets files to the appropriate "weekly data sheets submission folder" in the lab Blackboard page. All data sheets for a given week's lab activities must be submitted prior to the end of the lab class in which the activities are conducted. All of the data sheets from all of the activities completed during a lab class will be combined into a single "weekly data sheets" grade for that lab day. Each "weekly data sheets" grade will count equally toward the points for this component of the lab grade. This component of the lab grade requires no work outside of class. Students who miss a lab, **regardless of the reason for the absence (see "attendance" section), will receive a zero for that week's "weekly data sheets" grade.** There will be ~~13~~ 6 "weekly data sheets" submissions, **each worth 6.25 points** for a total of ~~81.25~~ 37.5 points. In calculating the final lab grade, only ~~75~~ 31.25 points will be included. This is basically the same thing as dropping the lowest weekly data sheets grade. Data sheets must be submitted on-line

before leaving lab class and late data sheets will NOT be accepted.

NOTE: After clicking on a data sheets link in the lab manual, **you MUST SAVE the fillable pdf file PRIOR to entering any data into it.** You must then save the file again after you have entered your data, prior to electronically submitting the file. Failure to follow this procedure will result in the loss of all data you have entered.

Some data sheets require students to make sketches of their observations, prepare graphs of their data, or to record data while in the field. Since sketches cannot be completed electronically (with the tools readily available to students) and since taking electronic devices to the field may be cumbersome, students may be asked to complete some hard copy sketches and/or graphs on blank paper, using as a model the structure and format shown in the lab manual. In such cases, students will complete and submit the sketches/graphs in hard-copy format prior to leaving lab class.

Data sheets are graded based on thorough completion. Points will be deducted for empty cells, lack of indicated labels, or absence of indicated answers or observations. Students can access the weekly data sheets grading rubric (posted on Blackboard for each week's activities) to see what value toward the point total will be attributed to each part of each of the data

sheets in the weekly data sheets submission.

Students are expected to participate fully in lab class. Full participation includes paying attention to the lab instructor during the pre-lab lecture at the beginning of lab, sharing equally with your group mates the work of conducting the lab activities, participating in class discussions, arriving on time, contributing to lab cleanup, not using any electronic devices during lab unless they are part of the lab activity, and not engaging in any disruptive, inattentive, or unsafe behavior at any time during lab class. Lab instructors will assess class participation through direct observation of, and interaction with, students.

Failure to participate fully, as described above, during a lab class will result in penalties in the form of deductions from that week's "weekly data sheets" grade, as detailed in the next section.

a. Deductions from Weekly Data Sheets Grade

i. Punctuality

It is extremely important to arrive to each lab class on time! Important information is provided at the beginning of lab class. **Failure to be present at the beginning of class 1) renders the tardy student**

unprepared to carry out the lab, 2) is disruptive and unfair to the remainder of the class and to the lab instructor, and 3) renders the student ineligible for the perfect attendance bonus. Therefore, **tardiness will not be tolerated and will be penalized, regardless of the validity of the reason for the tardiness.**

- Students arriving up to 30 minutes late to lab will be penalized **1% of that week's "weekly data sheets" grade for each minute the student is late.**
- Students arriving more than 30 minutes late **will not be permitted to participate in the lab** that day and will receive a **ZERO** for that week's "weekly data sheets" grade, will not be permitted to complete that week's weekly write up, and the absence will count toward the maximum of three missed labs prior to receiving a zero for the lab portion of the course grade.

ii. **Behavior and Participation**

When the lab instructor is presenting information to the entire class, whether

during the pre-lab lecture or at any other time during the lab class, students are **expected to pay attention and remain quiet.**

Inattentive behavior includes, but is not limited to, 1) reading non-lab related materials, 2) working on any assignment from any class, 3) sleeping or resting, 4) using any electronic device for any reason during the pre-lab lecture other than for referencing the on-line lab manual, 5) using any electronic device for any non-class-related reason at any time during the lab class period, 6) using devices with earphones, or 7) talking with a classmate when the instructor is addressing the entire class at any time during the class period.

When the group is conducting the actual lab activities, students are expected to be fully **participating** in all aspects of that work. Incomplete participation includes, but is not limited to, 1) reading non-lab related materials, 2) working on any assignment from any class other than the lab activity currently underway, 3) sleeping or resting, 4) using any electronic device for a non-lab activity related purpose,

5) using a cell phone for a non-lab activity related purpose, 6) using devices with earphones, 7) talking with a classmate without participating in the lab activity, 9) leaving the lab classroom for extended periods of time, 10) not conducting a fair share of the work involved in completing the lab activity, or 11) engaging in any behavior deemed to be distracting, disruptive or unsafe.

- **Inattentive, non-participatory, noisy, distracting, and/or disruptive behavior** by students will be **penalized at the rate of 10% of the weekly data sheets grade.**
- Students who fail to heed the request of the instructor to cease the inattentive, non-participatory, noisy, distracting, unsafe and/or disruptive behavior will 1) be asked to leave the lab class, with the support of campus police if necessary, 2) not be permitted to complete the lab activities for that day, 3) receive a **ZERO** on the weekly data sheets grade for that day, 4) not

be permitted to complete the lab write up for that week, and 5) will be considered to have been absent on that day and that absence **will** count toward the maximum of three missed labs prior to receiving a zero for the lab portion of the course grade.

iii. **Lab Cleanup**

Every student is responsible for lab cleanup in its entirety!!

Every student moves around the lab gathering materials from a central location, using the materials either at that central location or returning to their group's work area to use the materials there and then returning the materials to the central location. During this workflow, any student may generate a mess (spills, debris, trash) at many potential locations. The expectation is that every student will return all materials to their designated locations and every student will clean up after themselves anywhere they are working in the lab classroom. However, since there is no way that the lab instructor can see and track every student's actions at all

times during the class lab, **the entire class will be penalized whenever proper lab cleanup is not executed by any student.** Lab cleanup is basically an extension of full participation but is addressed separately to emphasize its importance. Cleanup includes not only the literal cleaning up of messes, debris, spills, etc., but also includes ensuring ongoing neatness and organization of all lab materials.

The lab instructor may choose to control the departure of students as they complete the day's lab activities by requiring that each lab group be "checked out" by the lab instructor prior to their departure.

If the lab instructor identifies an individual who failed to clean up properly, then the individual student will be penalized. If a lab instructor identifies a group who failed to cleanup properly, then the entire group will be penalized. If the classroom as a whole is left dirty, untidy and/or disorganized, then the entire class will be penalized. Therefore, it behooves every student to not only ensure that they clean up their own messes and return their materials to their

designated locations but to also clean up after classmates, if necessary, to maximize the chance that there will be no class-wide penalties applied.

- Regardless of the method employed, the lab instructor will assess the cleanup status of the lab classroom at the end of each lab class and if cleanup is unsatisfactory the lab instructor will apply a **penalty of 20% of the weekly data sheets grade** to either the student, lab group, or entire lab class, as explained above.
 - For example, if a student's weekly data sheet earns a grade of 6.0 out of 6.25 possible points but that student is penalized based on their failure to properly cleanup as an individual, as a member of a group, or as a member of the class as a whole, at 20% penalty will be applied to the weekly data sheet grade for that student meaning that an additional 1.2 points (20% of original grade of 6 points) will be

deducted, resulting in a final weekly data sheet grade of 4.8 out of 6.25 points.

iv. **Safety Violations**

Students are required to abide by all "Lab Safety Rules and Practices" detailed in the lab manual as well as any additional safety precautions or procedures conveyed to students by the lab instructors or lab staff at any time. Students are further expected to abstain from any action or behavior that creates unsafe conditions in the lab for themselves, their classmates, the instructor, and/or the lab staff regardless of whether or not the specific situation is identified in the lab safety rules and practices.

Failing to abide by the safety rules and practices and/or contributing to unsafe laboratory conditions in any manner **will be penalized**, as follows:

- **Students who violate anything identified in the "Lab Safety Rules and Practices" or any other safety precaution or procedure conveyed to them by the lab instructor or other lab staff will be penalized** at

the rate of **25% of the weekly data sheets grade for the first violation.**

- Students who commit two or more violations of anything identified in the **"Lab Safety Rules and Practices" or other safety precaution or procedure conveyed to them by the lab instructor or other lab staff AND/OR** who engage in any behavior deemed by the lab instructor or other lab staff to present an unacceptable and immediate safety threat may 1) be asked to leave the lab class, with the support of campus police if necessary, 2) not be permitted to complete the lab activities for that day, 3) receive a **ZERO** on the weekly data sheets grade for that day, 4) not be permitted to complete the lab write up for that week, and 5) be considered to have been absent on that day and that absence **will** count toward the maximum of three missed labs prior to receiving a zero for the lab portion of the course grade.

2. **Weekly Write Ups** (~~79.75~~ 29 of the 300 possible points, or ~~26.58%~~ 9.67%)

This grade component applies to the weekly write up completed in association with the face-to-face meetings of lab classes that occurred between 1/27/20 and 3/6/20.

Most of the lab activities have at their end a "discussion and conclusions" section that contains questions pertaining to the lab activity. The "discussion and conclusions" questions constitute the "write up" for that lab activity. The "weekly write up" consists of all the "discussion and conclusions" questions from all the lab activities completed during a given lab class session.

Students will access the "discussion and conclusions" file for each lab activity that has such a section via the on-line lab manual. Students will complete electronically (meaning **no** hand-completed hard copies) the "discussion and conclusions" sections for all lab activities completed in a given week and electronically submit the completed files by uploading them to the appropriate "weekly write up submission folder" on the lab Blackboard page **prior to the beginning of the students' subsequent lab class**. The write up associated with the activities conducted during the week of 3/2/20-3/6/20 is due 3/29/20 by

11:59pm.

For some lab activities, students may be required to complete as part of the write up a hard-copy sketch or graph that cannot be completed on-line. In such a case, students will photograph or scan the hard-copy sketch or graph and submit the resulting file(s) electronically along with the other files that are part of that write up.

There will be ~~12~~ 5 weekly write up grades, **each worth 7.25 points** for a total of ~~87~~ 36.25 points. In calculating the final lab grade, only ~~79.75~~ 29 points will be included. This is basically the same thing as dropping the lowest weekly write up grade.

This component of the lab grade requires an estimated 1.5 hours of work outside of class each week.

Weekly write ups are due by the start time of your lab class the week following the week in which the activities were completed. Late-arriving students do NOT get an extension the due date/time of the weekly lab write up which is due on-line by the official start time of the lab class.

If a student misses a lab class, the write up from the previous lab class is still due on-line by the beginning of the lab that the student misses. In other words, missing a lab class does not change the due date/time of a weekly write up.

Late weekly write ups will NOT be accepted.

Students who miss a lab, **regardless of the reason for the absence (see "attendance" section)**, will receive a zero for that week's "weekly write up" grade.

The weekly write up is graded based on thorough completion and on accuracy when there is a specific correct answer for a question. Some questions have multiple parts and points will be deducted when all parts of the question are not answered. There are usually questions pertaining to the hypotheses. For these questions, the first part of the question asks whether the data supported or did not support the hypothesis. You must answer this part of the question and your answer **MUST USE THE TERMS "SUPPORTED" OR "NOT SUPPORTED" (OR "DID NOT SUPPORT")** in your data. You will **NOT RECEIVE CREDIT** if you substitute the terms **TRUE or FALSE**, or the terms **ACCEPTED or REJECTED (NOT ACCEPTED)**. We are refraining from the use of the terms "accepting" or "rejecting" a hypothesis because we are not subjecting the data we collect to statistical tests, as would be done in an actual research setting.

The second part of the hypothesis questions asks you to explain why you stated that the data supported or did not support the hypothesis. For this part of the question, your answer **MUST REFERENCE SPECIFIC DATA**. For example, it is not acceptable to

state "The hypothesis was supported by the data because that is what our data showed." You would instead say something like "The hypothesis was supported by the data which showed that men's average weight of 175 pounds was greater than women's average weight of 125 pounds."

Students can access the weekly write up grading rubric (posted on the lab Blackboard for each week's activities) to see what value toward the point total will be attributed to each part of the weekly write up.

3. **Weekly Pre-Lab Quizzes (63.25 28.75 of the 300 possible points, or 21.08% 9.58%)**

A weekly pre-lab quiz will be due on 2/2, 2/9, 2/16, 2/23, 3/1 and 3/23. ~~Each week of the semester (except the weeks of 1/20, 1/27, 3/9, and 5/4) students must complete a weekly pre-lab quiz, which is~~ The weekly pre-lab quizzes are posted on the lab Blackboard page. **It is the student's responsibility to figure out how to use the Blackboard "quiz" function (called an "assessment") in a timely manner, as there will be no "do-overs" after the due date for a quiz has passed.**

The weekly pre-lab quiz contains questions about the upcoming week's lab activities. The only exception to this is the weekly pre-lab quiz that is due Monday, 3/23, that pertain to the activities originally scheduled for the week after the original

spring break - the week of 3/16. Due to coronavirus changes that extended spring break by a week, the activities scheduled for the week of 3/17 are not being conducted in the face-to-face setting and some are not being conducted at all. However, since that pre-lab quiz was available to students from 3/2 onward, many students had already taken it. It was important to still have everyone complete the quiz so that the students who completed it would receive credit for their work and students who had not completed it would have a chance to do and to not be penalized. The purpose of the weekly pre-lab quiz is to hold students accountable for reading the upcoming week's lab activities **before** coming to lab class. Why is this important? If you read the activities prior to coming to class you will be less confused about the activities, you will learn more from the activities that you conduct, and you will move more smoothly through the activities resulting in a more efficient use of your time.

The weekly pre-lab quizzes are "open lab manual" but students are expected to do their own work. Copying each other's answers is considered cheating and all cases of suspected cheating will be referred to the GMU Honor Committee.

Weekly pre-lab quizzes are graded on accuracy. **The weekly pre-lab quizzes are due by 11:59pm on Sundays FOR ALL LAB**

SECTIONS. The only exception is the weekly pre-lab quiz that was originally due 3/16 which is now due Monday, 3/23 by 11:59pm due to coronavirus changes. Students will be able to see their score on the quiz immediately after they submit it but they will not be able to see the correct answers until after the due date passes each week.

There will be ~~12~~ 6 weekly pre-lab quizzes, each worth 5.75 points for a total of ~~69~~ 34.5 points. In calculating the final lab grade, only ~~63.25~~ 28.75 points will be included. This is basically the same thing as dropping the lowest weekly pre-lab quiz grade.

The weekly pre-lab quiz component of the weekly lab grade requires an estimated 1.5 hours of work outside of class each week (for reading the activities and taking the quiz).

Late submission will not be allowed for this component and students who do not complete the weekly pre-lab quiz by 11:59pm on a given Sunday will receive a zero for that quiz, no exceptions.

Students will receive credit for timely completion of a weekly pre-lab quiz, even if they end up subsequently missing the lab to which the pre-lab questions pertain. In other words, if a student completes a weekly pre-lab quiz due by 11:59pm on a Sunday but then is sick on Tuesday and cannot attend lab, the student will still receive credit for the weekly pre-lab quiz

that they completed even though they will not receive credit for the weekly data sheets or weekly write up pertaining to the lab they missed.

4. **Lab Syllabus and Safety Quiz** (12 of the 300 possible points, or 4%)

Students will complete a "lab syllabus and safety quiz" which will be **due by 11:59pm on Sunday, 2/2/20**. This quiz is separate from the weekly pre-lab quizzes and the grade received on it cannot be dropped. The purpose of this quiz is to ensure that students 1) have read the lab syllabus and understand its provisions and 2) have read the "Lab Safety Rules and Practices" portion of the lab manual and understand those rules and practices. Students may refer to the lab syllabus and the "Lab Safety Rules and Practices" as they answer the questions on this quiz but students are expected to do their own work. Copying each other's answers is considered cheating and all cases of suspected cheating will be referred to the GMU Honor Committee.

5. **Scientific Paper Tutorial - On-Line Assignment** (12 points out of the lab total of 300 points, or 4%)

Students will complete an assignment titled "Scientific Paper Tutorial On-Line Assignment". This assignment is posted in the lab portion of the course Blackboard page. The purpose of this assignment is to introduce students to the content, organization, and

format of a scientific paper in preparation for the assignment of writing a formal lab report in the format of a scientific paper. The assignment is worth 12 points and the grading is based on accuracy. **This assignment is due by 11:59pm on Sunday, 3/1/20. This assignment will not be accepted late.**

6. **Formal Lab Report With Peer-Review Self-Review** (43 points for the report out of the lab total of 300 points, or 14.33%, and 8 points for the ~~peer-review~~ self-review process out of the 300 points possible, or 2.67%)

Students will complete one formal lab report, based on the following activity:

- ***"Molecules and Processes of Life - Activity 6 - Cellular Respiration and the Effects of Pollutants on Its Rate"***

This activity will be completed during your lab class the week of 2/24/20-2/28/20.

The goal of this assignment is to introduce students to the style of writing used to present the process and results of scientific experimentation. Students will be prepared for the task by completing the following:

- reading the lab activities in the lab manual which are structured in a manner similar to that of scientific papers (in terms of presenting hypotheses and methods, directing the

- collection of data, and analyzing that data though the discussion and conclusions questions)
- completing the "scientific paper tutorial on-line assignment"
 - listening to the lab instructor's explanation of the expected content and format of the formal lab report and the grading rubric for the assignment
 - reading the "Writing a Lab Report" section of the lab manual
 - reading the grading rubric for this task (which will be available on Blackboard)
 - participating in the ~~peer review~~ **self-review** process in which each ~~student~~ **student's report** will be evaluated by ~~two classmates~~ and each student will evaluate the reports of ~~two classmates~~ **will grade their own** first version of the lab report using the same grading rubric that will be used by the lab instructors to grade the final version of the lab report.

Data and observations will be made by the lab group during the execution of the assigned lab activity, but **the formal lab report must be the independent work of each student.** Students will submit their report electronically to the lab Blackboard page. The SafeAssign program incorporated into Blackboard will evaluate each student's lab report for possible

plagiarism. Students are NOT to copy graphs, figures, illustrations or any written portion of the formal lab report from other students (past or present) or from any other source. **Students suspected of this activity will be referred to the GMU Honor Committee and will be subject to its process and consequences.**

Students who are repeating this course may incorporate portions of their previous lab report into the current lab report provided that the **new data** is utilized and all report sections are adjusted accordingly and that they cite their previous work. A student who chooses to utilize this approach must keep in mind that plagiarism checking software will be able to compare the current report to reports submitted in the past. In other words, if a student plagiarized portions of their previously submitted report, it will be detected on the currently submitted report and will still be considered a violation of the Honor Code (even if your previous lab instructor failed to catch the plagiarism). The minimum sanction recommended for a violation of the Honor Code will be a zero on the assignment.

The first due date for the formal lab report assignment is ~~your lab class the week of 3/23/20-3/27/20~~ when the ~~peer review process~~ is conducted. **Students must print out and bring to their**

~~lab class the week of 3/23/20-3/27/20 TWO hard copies of their formal lab report.~~ If students arrive at lab class without the hard copies of their lab report they will be permitted to go to an appropriate location on campus to retrieve or print the hard copies but they will be assessed the normal penalties for being tardy to lab class and they may not be able to receive full credit for the peer review process if they tardiness renders them unable to evaluate the lab reports of two classmates **4/5/20 by 11:59pm** which the date and time by which students must have graded their own first version of the lab report.

During the ~~peer review self-review~~ process, each student will grade ~~the~~ their first version of the formal lab reports of two of their classmates using the grading rubric that lab instructors will use when grading the final version of the lab report. This means that each student will have their formal lab report graded by two of their classmates. The purposes of the ~~peer review self-review~~ process are to:

- provide an incentive for students to scrutinize, evaluate and understand the formal lab report grading rubric prior to submitting their lab report to their lab instructors for grading (the instructors will be using the same grading rubric as

the used in the peer-review process)

- ~~give students the opportunity to learn by seeing examples of formal lab reports of different qualities~~
- give students the opportunity to improve their formal lab report based on input from their peers prior to it being submitted for grading by the lab instructor.

The scores that students give themselves on the first version of their lab report as part of the self-review process ~~receive on their formal lab report from their peers WILL NOT COUNT TOWARD THEIR OFFICIAL GRADE ON THE FORMAL LAB REPORT! HOWEVER, THE PEER REVIEW PROCESS WILL BE THE ONLY OPPORTUNITY STUDENTS WILL HAVE TO RECEIVE FEEDBACK ON THE REPORT PRIOR TO IT BEING SUBMITTED FOR GRADING BY THE LAB INSTRUCTOR.~~ The purpose of the grades grade given to oneself as part of the self-review process ~~received from one's peers~~ is to give students a sense of the grade they might receive from the lab instructor grading the lab report with the same grading rubric used by the peers **Participating fully in the peer-review process will be worth 8 points of the 300 possible lab points, or 2.67%.** ~~Full credit for the peer review process will be given for a student who is~~

~~present on the day of peer review, brings two hard copies of their formal lab report, and reviews and grades (using the grading rubric) the formal lab reports of two peers in a thoughtful, thorough, conscientious manner. Fully participating students will leave their lab class the week of 3/23/20-3/27/20 with two peer-graded copies of their formal lab report.~~ Full credit for the self-review process will be given for fully completing the Excel version of the grading rubric for one's own lab report and posting the completed Excel to the appropriate folder in Blackboard no later than 4/5/20 by 11:59pm.

Students will have two weeks to revise their formal lab report, incorporating as appropriate the ~~comments received and corrections suggested in the peer review process~~ what they learned from the self-review process. Students must **submit to the Blackboard submission folder for their lab section an electronic copy of the formal lab report, in the form of a .doc or .docx document, by the beginning of their lab class during the week of 4/6/20-4/10/20 4/19/20 by 11:59pm.** There will be a single submission folder in Blackboard for ALL students from ALL sections. **NO LATE SUBMISSIONS OF THE FORMAL LAB REPORT WILL BE ACCEPTED.** It is NOT acceptable to email your lab instructor the electronic

version of your formal lab report instead of submitting it to the submission folder. It is your responsibility to submit your formal lab report to the ~~correct~~ submission folder successfully by the due time and date. This means you are responsible for making sure that there are no technical difficulties that will prevent you from submitting your formal lab report in a timely manner. This may mean that you should plan on submitting the formal lab report **prior** to the due time/date so that if a technical difficulty arises you will have time to resolve it and still submit your formal lab report in on time.

The formal lab report submitted electronically by 4/19/20 at 11:59pm ~~the beginning of each student's lab class the week of 4/6/20-4/10/20~~ will be **GRADED EXTREMELY STRICTLY** relative to the grading rubric provided on the lab Blackboard page!!!! If students have given due diligence to this assignment, participated fully in the peer-review self-review process, and taken advantage of all resources available to assist in executing this assignment, then their grade should be satisfactory. Lab instructors will be grading the formal lab report based on the grading rubric (posted on the lab Blackboard page) available to students since the beginning of the semester and utilized in the peer-review process. It is the student's responsibility to understand the

provisions of the grading rubric.

Lab instructors will post grades for and feedback on the **formal lab report** to Blackboard **by the beginning of each student's lab class during the week of 4/27/20-5/1/20 5/10/20 at 11:59pm.**

The final grade for the **formal lab report will be worth 43 of the 300 points for lab, or 14.33%** of the lab grade.

If a student does not participate in the formal lab report peer-review process (or is absent from lab on the day the process is conducted), they will receive a grade of 0 for the peer-review process. They can submit the formal lab report (by the due date/time) but they will not have the opportunity to **benefit from the self-review process receive feedback** prior to the submission.

7. **Lab Manual Book Check** (7 of the 300 possible points, or 2.33%)

The on-line lab manual is required for this course. Students are required to have purchased their lab manual, redeemed their access code **and** set up their lab manual account on-line **no later than 11:59pm on 2/2/20 which is the date and time that the first weekly pre-lab quiz is due and the lab syllabus and safety quiz is due.**

A "lab manual book check" will be conducted using the lab manual on-line roster feature available to lab instructors. Students who appear on this roster no later than 11:59pm

on 2/2/20 will receive 7 points toward their lab total of 300 points. If a student does not appear on the lab manual on-line roster by 11:59pm on 2/2/20, then the student will receive 0 points for this grade component (even if the student subsequently purchases the lab manual and appears on the on-line roster at a later date). **PLEASE NOTE:** Simply purchasing the lab manual prior to 11:59pm on 2/2/20 is insufficient to obtain the 7 possible points for this grade component since just purchasing the lab manual will not enter the student's name into the lab manual on-line roster. In order for a student's name to appear in the lab manual on-line roster, a student must also redeem their lab manual access code (received at purchase) and set up their lab manual account.

There is only one opportunity to receive these points and failing to purchase the manual, redeem the access code and set up the lab manual account no later than 11:59pm on 2/2/20 will result in a permanent loss of these 7 points.

The purpose of this grade component is to encourage student to obtain the required lab materials in a timely manner. Students will need access to their on-line lab manual in time to complete the first weekly pre-lab quiz and the lab syllabus and safety quiz, which are both due by 11:59pm on 2/2/20, as well as to access the weekly write up pages that are due the week of

2/3/20.

8. **Weekly Submission** (129 of the 300 possible points, or 43%)

Effective Monday, 3/23/20, all GMU instruction shifts to on-line instruction and this has necessitated significant changes in the way this lab course operates. There will be no more weekly pre-lab quizzes, weekly data sheets, or weekly write ups. Those three component associated with activities scheduled to be conducted during face-to-face meetings of the lab classes will be replaced by a single "weekly submission" that will be completed in associated with the lab activities that students will conduct remotely. The lab activities will be posted to Blackboard by 12am each remaining Monday of the semester, students will complete the work independently and remotely, and by the following Sunday at 11:59pm, students will post to Blackboard all completed work associated with those activities. In some cases, the assigned work will include activities from the existing lab manual that contain both data sheet and write up pages that were submitted separately during the pre-spring break portion of the semester when they would have contributed to the separate "weekly data sheets" and "weekly write up" component of the grade. From 3/23/20 through the end of the semester, if an activity from the lab manual is part of the

assigned lab work, the data sheet pages and the write up pages will be submitted on-line at the same time and will contribute to that week's weekly submission and the single weekly submission grade for that week. A given week's lab assignments may include activities from the existing lab manual, newly created activities, and/or the completion of on-line simulations which produce "certificates" of completion - all of which may become part of a single week's weekly submission.

There will be 7 "weekly submissions", **each worth 21.5 points** for a total of 150.5 points. In calculating the final lab grade, only 129 points will be included. This is basically the same thing as dropping the lowest weekly submission grade. Late weekly submission grades will not be accepted. Each week's weekly submission must be posted to Blackboard by each remaining Sunday of the semester, no later than 11:59pm (the 7 weekly submissions are due 3/29, 4/5, 4/12, 4/19, 4/26, 5/3 and 5/10,

VI. Course Policies

A. Lab Safety Orientation and Rules and Acknowledgement Form

EVPP 113 lab is a relatively safe laboratory experience. However, there are always potential risks involved in any lab or field activity. Students are responsible for reading and abiding by

the "Lab Safety Rules and Practices" found in the lab manual. These safety guidelines are designed to alert you to the potential safety hazards associated with, and safe behaviors and practices expected during, EVPP 113 lab class. Instructor's may expel a student from the lab classroom at any time if the instructor believes that the student's actions or behavior presents a safety risk to them or anyone else in the classroom.

Students will answer questions pertaining to the "Lab Safety Rules and Practices" along with questions pertaining to the lab syllabus on the "Lab Syllabus and Safety Quiz" described on page 15 of this syllabus.

Students will be required to print out, sign and submit the "Lab Safety Orientation and Safety Rules Acknowledgement Form". This form is found in the lab manual. Students must print out this form and complete it, including an original signature, and submit it in hard-copy form at the beginning of the 2nd lab class meeting. **Students who do not submit this form at the beginning of the 2nd lab class meeting will....**

- **not be permitted to participate in lab classes** until the form is submitted
- **receive zeros for all lab work missed due to their absence(s) AND any absences for this reason WILL count toward the maximum of 3 missed labs** prior to receiving a grade of zero for the lab portion of the course

B. Attendance INFORMATION IN THIS SECTION APPLIES TO THE FACE-TO-FACE MEETINGS OF LAB CLASSES FROM BEGINNING OF THE SEMESTER THROUGH 3/6/20, PRIOR TO THE SWITCH TO 100% ON-LINE INSTRUCTION EFFECTIVE 3/23/20

1. Expectations

Attendance is expected and required at ALL labs. When a student misses a lab exercise, they miss more than just the data that was gathered. The student misses first-hand observations, hands-on experiences, cooperative learning opportunities, the use of equipment, exposure to the challenges of experimental design and data collection techniques, and the reality and implications of error. With that in mind, it follows that there is no way to fully "make-up" that learning experience when a lab class is missed, **regardless of the validity of the reason for the absence.** To rephrase: ***Even if the absence is unavoidable, the result of a valid reason, and/or not your fault, being absent will result in a zero for that week's weekly data sheets and weekly write ups.*** Simply obtaining the data from another student and completing the weekly data sheets does not and cannot serve as a substitute.

2. Consequence of Missing a Lab

a. General

Students are expected to make every attempt to fulfill

the scheduling commitment that they made when they registered for their lab section. Students **absent from lab for ANY REASON will not be permitted to submit the weekly data sheets or the weekly write ups or participate in the peer review process** for the day missed and will receive a **zero** for those grades. For learning purposes, students are responsible for obtaining all information and data from the missed lab class from their group members, not from their lab instructor.

STUDENTS CANNOT MAKE UP A MISSED LAB BY ATTENDING ANOTHER LAB SECTION!!!!

b. Labs Missed Due to Late Registration

Labs missed because a student registered late for the class **will STILL count as absences and the student will receive zeros for any work** (weekly data sheets, weekly write up, pre-lab quizzes) associated with those missed labs. Labs missed due to adding the course late **WILL** also count toward the maximum of 3 missed labs prior to receiving a grade of zero for the lab portion of the course. Students who miss labs due to registering late for the course will not be eligible for the lab perfect attendance bonus.

c. Labs Missed Due Participation in University Activities or Religious Observances

According to University Academic Policy (AP) 1.6.1, students must provide their instructor within the first two weeks of the semester a list of "the dates of major religious holidays on which they will be absent, and the dates for which they are requesting an excused absence for participation in any university-sponsored activity scheduled prior to the start of the semester, and as soon as possible otherwise." Please refer to [Academic Policy 1.6.1](#) at for additional information.

Students who miss a lab due to a religious observation or participation in a university-sponsored activity **AND** notified their lab instructor two weeks in advance, per AP 1.6.1, **will** be permitted the following "reasonable" opportunities to reduce the impact on their grade of those lab absences:

- Students may obtain the data from the missed lab from a group mate and use it to complete the weekly write up which must be submitted on-line prior to the beginning of the lab class following the missed lab class. The due date for the weekly write up will be the same for a student that

misses a lab for a religious observance or participation in a university-sponsored event as for students that did not miss the lab.

- Students will receive credit for a weekly pre-lab quiz that they complete even if the quiz pertains to a lab subsequently missed for religious observance or participation in university-sponsored activities. To be successful in answering the questions on the weekly pre-lab quiz, students will need to obtain data for the lab they missed from a group mate. The due date for the weekly pre-lab quiz will be the same for a student that subsequently misses a lab for a religious observance or participation in a university-sponsored event as for students that did not miss the lab.

Academic policy 1.6.1 requires that "reasonable" opportunities be provided to reduce the impact on a student's grade caused by missing a lab due to a religious observance or participation in a university-sponsored event. Since there is no way to recreate for absent students the execution of the hands-on, interactive experiences that occur during the lab class, there is **NO** "reasonable" opportunity to

make up the following aspects of the course work and students absent due to religious observance or participation in university-sponsored activities are subject to the following:

- Even though students are expected to obtain the data from activities conducted during a lab class that they missed (so that they can learn the concepts, prepare for exams), students will NOT receive credit for the weekly data sheets. In other words, students will receive a zero for the weekly data sheet grade for the week that they miss lab due to religious observance or participation in university-sponsored activities.
- Students who are absent from the lab class during which the lab report peer-review process is carried out will NOT receive credit for the peer-review assignment and will not have the opportunity for their lab report to be reviewed by their peers prior to submitting the report for grading by the lab instructor.
- Absences from lab due to a religious observance or participation in a university-sponsored activity WILL count toward the three absences permitted prior to

triggering a zero for the entire lab portion of the course.

3. Consequence of Missing More Than Three Labs

Due to the importance of participating in the lab portion of the EVPP 113 course,

- **MISSING MORE THAN 3 LABS WILL RESULT IN AN AUTOMATIC ZERO FOR THE ENTIRE LAB PORTION OF THE COURSE GRADE. This is equivalent to the loss of a full 30% of the 4-credit hour course grade.**

4. Adjustments to Compensate for Strict Attendance Policy

The following provisions are meant to offset the strict attendance policy for lab.

a. Some Points Dropped from Three Lab Components

In calculating the final lab grade, 75 of the 81.25 weekly data sheet points will be included, 79.75 of the 87 weekly lab write up points will be included, and 63.25 of the 69 weekly pre-lab quiz points will be included. This is essentially equivalent to dropping the lowest grade from each of these three lab grade components.

b. Perfect Attendance Bonus

Since attendance at all lab class meetings is expected and important, **STUDENTS WHO**

HAVE PERFECT ATTENDANCE IN IN THE FACE-TO-FACE MEETINGS OF LAB WILL RECEIVE EXTRA CREDIT IN THE AMOUNT OF 6 POINTS (2%) ADDED TO THEIR FINAL LAB GRADE. For the purpose of this bonus, "perfect attendance" is defined as not missing any lab classes **AND** not having received any penalties (for late arrival, early departure, poor behavior or participation, safety violations, or insufficient cleanup)! In other words, being marked present for every lab but showing up late or leaving early to/from some number of them is **not** considered "perfect attendance" and neither is being present at every lab yet not participating fully in some number of them. Students who register for the class late and miss one or more labs for this reason, miss labs due to religious observation or participation in university-sponsored events will **NOT** be eligible for the perfect attendance bonus.

C. Switching Lab Sections

Students who anticipate that they will have schedule conflicts on more than three occasions for the lab section for which they are registered should consider changing their registration to a different section, space permitting. Lab instructors will **NOT** entertain requests for an "unofficial" lab switch. All changes in

lab sections must be "official" (through the registrar's office) and, therefore, must be completed by **GMU's official last day to add a class, 1/28/20.**

D. Personal Electronic Device Use in Lab

As noted previously, students are required to bring to every lab class a personal, web-enabled device for the purpose of accessing the on-line lab manual and completing and electronically submitting the weekly data sheets prior to leaving each lab class. **However, no personal electronic devices are permitted to be used in lab class** at any time or for any purpose OTHER THAN to access the on-line lab manual or other websites necessary for the execution of the lab activities, to complete the weekly data sheets for the current week's activities, or to take notes during the pre-lab lectures. Students using such devices for any other purpose during at any time during the lab class will be considered to be engaging in inattentive behavior and will be subject to the penalties specified above in the "deductions from the weekly data sheets grade" section.

E. Resolving Disputes Between Lab Instructors and Students

Students who have disputes with their lab instructor, particularly about grades, must make every effort to resolve those disputes by working directly with their lab instructor. Students are strongly encouraged to document the issues they have and all attempts they have made to resolve

them. **Please note:** If a student seeks to involve the course coordinator in resolving disputes with a lab instructor, the student should be aware that the course coordinator will: 1) expect that the student has already approached the lab instructor and, therefore, that the lab instructor will be aware of the student and their identity and issue; 2) discuss the situation with the lab instructor and, in so doing, identify the student and the issue involved; and 3) require a meeting with the student, the lab instructor, and course coordinator, simultaneously, to discuss the issue and its resolution.

F. Email Expectations

Students **must** use their [MasonLive email](#) account to receive important University information, including messages related to this class (see also "student privacy" below in section VII.D.). The instructor will **not** open emails if the sender is not identifiable/recognizable. The instructor will attempt to respond to emails within 48 hours but students must recognize that the instructor is not on-line 24/7. Clearly stating the purpose of the email in the subject line and the **lab section you are in** will help the lab instructor provide a faster response to emails. The instructor will **not** give priority to emails requesting information that is clearly available in the syllabus or on Blackboard, and the response to such emails will be "see syllabus."

G. Instructional Continuity in the Event of University Closings

In the event that a lab class is cancelled due to the university closing early, closing all day, or opening late for any reason, students may be directed by the lab instructor or course coordinator to complete alternative, on-their-own activities as a way to make up for the cancelled lab class(es). In the event that it becomes necessary to do so, the instructor will inform students of the necessity and provide instructions for accessing and completing the alternative activities.

H. Grades in Blackboard

1. Grades Recorded in Blackboard

All official grades for lab work will be recorded in the Blackboard gradebook. It is the student's responsibility to monitor the grades recorded in Blackboard and to inform the lab instructor in a timely manner of any perceived discrepancies. To view your grades in Blackboard, click on the "My Grades" tab in the menu on the left side of the Blackboard page. The following grades will be recorded for lab in Blackboard:

- Lab grades recorded each week:
 - Weekly Data Sheets: There will be a column for each ~~week's~~ **of the 6** weekly data sheets grade. The column for each weekly data sheets grade will be headed with the date range for the week that the activities were completed followed by "WDS", the number of possible points, and the posting date and

time. For example, for the first week of lab for the semester the column will be headed "1/27-1/31 WDS (out of 6.25)(posted 1/7/20, 9:23am)". The weekly data sheets grades are recorded as the number of points received, not as a percentage score.

- Weekly Write Up: There will be a column for each ~~week's~~ **of the 5** weekly write up grades. The column for each weekly write up grade will be headed with the date range for the week that the activities were completed followed by "WWU", the number of possible points, and the posting date and time. PLEASE NOTE: The date range for the WDS and the WWU for each week will be the same even though the WS is due before leaving lab that week and the WWU is due before the beginning of your lab the following week. For example, for the first week of the semester the column will be headed "1/27-1/31 WWU (out of 7.25)(posted 1/7/20, 9:23am)". The weekly write up grades are recorded as the number of points received, not as a percentage score.
- Weekly Pre-Lab Quiz: There will be a column for each ~~week's~~ **of the 6** weekly pre-lab quiz grades. The column for each weekly pre-lab quiz grade will be headed with the due date,

- followed by "WPLQ due by 11:59pm", abbreviations of exercise names and activity numbers, the number of possible points, and the posting date and time. For example, for the first weekly pre-lab quiz for the semester the column will be headed "2/2 WPLQ due 11:59pm - Biodeg 1, 4 Energy 13 (out of 5.75)(posted 1/7/20, 2:23pm)". The weekly pre-lab quiz grades are recorded as the number of points received, not as a percentage score.
- Weekly Submission: There will be a column for each of the 7 weekly submission grades. The column for each weekly pre-lab quiz grade will be headed with the week range, date, followed by "WS" as an abbreviation for "weekly submission", followed by the due date and time, the number of points possible, and the date and time the folder was created. For example, for the first weekly submission due under the switch to on-line instruction the column will be headed "3/23-3/29 Due 3/29 by 11:59pm (out of 21.5)(posted 3/21/20, 3:51pm)". The weekly submission grades are recorded as the number of points received, not as a percentage score
 - **Lab grades recorded once during the semester:**
 - Lab Manual Book Check: The grade for the lab manual book check will be recorded as the number of points received and will appear in a column headed "2/2 Lab Manual Book Check (out of 7)".
 - Lab Syllabus and Safety Quiz: The grade for the lab syllabus and safety quiz will be recorded as the number of points received, not as a percentage score, and will appear in a column headed "2/2 LSSQ due 11:59pm - Lab Syllabus-Safety Quiz (out of 12)(posted 1/19/20, 9:20pm)".
 - Scientific Paper Tutorial: The grade for the scientific paper tutorial assignment will be recorded as the number of points received, not as a percentage score, and will appear in a column headed "3/1 Sci Pap Tutorial due by 11:59pm - Scientific Paper Tutorial On-Line Assignment ASSESSMENT (posted 1/8/20, 10:24pm)".
 - Lab Report Peer Review Self-Review Process: The grade for the lab report ~~peer review~~ self-review process will be recorded as the number of points received, not as a percentage score, and will appear in a column headed "~~3/23-3/27 Peer Review (out of 8)~~" "Self-Review Grading Rubric - Submission Folder - DUE for ALL Students 4/5/20 by 11:59pm."
 - Formal Lab Report: The grade for the formal lab report will be

- recorded as a percentage score, not as the number of points received, and will appear in a column headed "FLR Due....." followed by the date, lab section information, and instructor name and "Formal Lab Report Electronic Submission" "Formal Lab Report - Submission Folder - DUE for ALL Students 4/19/20 by 11:59pm."
- **Lab grade total columns:** The following columns, headed as shown below, will update automatically throughout the semester:
 - "WDS Total (max of ~~75~~ 31.25)": This column will show a running total of all points accrued to date on the weekly data sheets. Since Blackboard cannot "drop" one of the scores it is important to note that this column could show a total higher than the maximum ~~75~~ 31.25 points from this grade component than will count toward the final lab grade.
 - "WWU Total (max of ~~79.75~~ 29)": This column will show a running total of all points accrued to date on the weekly write ups. Since Blackboard cannot "drop" one of the scores it is important to note that this column could show a total higher than the maximum ~~79.75~~ 29 points from this grade component than will count toward the final lab grade.
 - "WPLQ Total (max of ~~63.25~~ 28.75)": This column will show a running total of all points accrued to date on the weekly pre-lab quizzes. Since Blackboard cannot "drop" one of the scores it is important to note that this column could show a total higher than the maximum ~~63.25~~ 28.75 points from this grade component than will count toward the final lab grade.
 - "# Lab Absences": This column will show a running total of THE NUMBER OF LAB **ABSENCES** THAT HAVE OCCURRED TO DATE IN THE SEMESTER. This is **not** a point column that contributes to the total number of lab points accrued! Since students who miss more than three lab classes will receive a zero for the entire lab portion of the course, this column is provided as a way for students to easily track **their total number of lab absences to date**. **A "0" in this column is a good thing - meaning that a student has had no lab absences.** A "4" in this column means that a student has missed more than three lab classes and will, therefore, receive 0 out of the 300 possible points for lab.
 - "WS Total (max of 129)": This column will show a running total of all points accrued to date on the weekly submissions. Since

Blackboard cannot “drop” one of the scores it is important to note that this column could show a total higher than 129 points from this grade component than will count toward the final lab grade.

WARNING: It is important to note that Blackboard is NOT set up to calculate student's overall lecture or course grade at any point during the semester. Blackboard creates its own “total” column into which every grade entered into Blackboard is added, regardless of the purpose of the values entered. The Blackboard-generated “total” cannot be eliminated or removed from view of the student. **IGNORE THE BLACKBOARD-CREATED “TOTAL” COLUMN.**

It is the student's responsibility to understand the preceding paragraph. Failing to understand the preceding paragraph could result in a student mistakenly concluding that their lab grade (or course grade) is much higher than it actually is.

It is the student's responsibility to be aware of the lab attendance policy and of the number of absences they are accruing in lab class.

It is also the student's responsibility to inform the lab instructor of any perceived errors in the grades recorded in Blackboard.

VII. University Policies

A. Academic Integrity

EVPP 113 lecture and lab are governed by the GMU Honor Code.

Please refer to the [Office of Academic Integrity](#) website for a full description of the code and the honor committee process. All course work is expected to be completed INDIVIDUALLY. Copying classmates' work on any assignment or exam (except for the sharing of raw data) is considered **cheating** and a violation of the Honor Code. The formal lab report must be the independent work of each student. If an instructor discovers that two or more students have submitted work (especially lab reports) that is partially or entirely identical, all students involved will be reported to the Honor Committee with a recommended sanction of a zero on the assignment. Violations of the Honor Code will not be tolerated.

Another aspect of academic integrity is the free exchange of ideas. It is expected that all aspects of this class will be conducted with civility and respect for differing ideas, perspectives, and traditions. When in doubt about any aspect of academic integrity as it pertains to this course, please ask for clarification.

B. Disability Accommodations

If you have a learning or physical difference that may affect your academic work, you will need to furnish appropriate documentation to the Office of Disability Services. If you qualify for accommodation, the ODS staff will give you a form that details your accommodations and you must provide your instructor with a copy of that form. In addition to providing your

instructor with the appropriate form, please take the initiative to discuss your accommodations with your instructor at the beginning of the course, and as needed during the semester. If you have contacted the Office of Disability Services and are waiting to hear from a counselor, please inform your instructor. For more information on disability accommodations, visit the [Disability Services](#) website.

C. Diversity

The following is George Mason University's "[Diversity Statement](#)" from the [Stearns Center for Teaching and Learning](#) website:

"George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason's commitment to diversity and inclusion goes

beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes, and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed."

D. Student Privacy

Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA). Students must use their MasonLive email account to receive important University information, including messages related to this class (see also "email expectations" above in section VI.C.). See the website for [Office of The University Registrar](#) for more information.

E. Student Support Resources

There are many resources available to students at George Mason University to help facilitate student

success. Some of those resources and links to the associated websites are provided below:

- [University Catalog](#)
- [University Policies](#)
- [Counseling and Psychological Services](#)
- [INTO George Mason](#) (program for international students)
- [Learning Services](#)
- [University Career Services](#)
- [University Writing Center](#)

F. Emergency Preparedness

George Mason University is committed to maintaining a safe learning environment. All members of the academic community should be familiar with the basic emergency procedures for a variety of situations including severe weather, medical emergencies, and workplace and campus violence. Students are strongly encouraged to register their mobile phone to receive emergency notifications from [Mason Alert](#) in the event of a campus emergency. Please review the [Emergency Preparedness Guides](#) website.

EVPP 111/113 Lab - Schedule - Spring 2020 (subject to change)

Mon	Tue	Wed	Thur	Fri	Lab Exercises/Activities	Location
1/20	1/21	1/22	1/23	1/24	<ul style="list-style-type: none"> No Labs This Week (1st day of semester is Tuesday, 1/21, but labs will not begin until 2nd week of the semester) 	Not applicable
1/27	1/28	1/29	1/30	1/31	<ul style="list-style-type: none"> Administrative review Syllabus review Safety review Tragedy of the Commons <ol style="list-style-type: none"> Public Versus Private Resource Hardin's Article (<i>assigned, do on own, due week of 2/3 by beginning of lab class</i>) 	Lab
2/3	2/4	2/5	2/6	2/7	<ul style="list-style-type: none"> Biodegradation & Solid Waste Mgt. <ol style="list-style-type: none"> Biodegradation - Set Up Simulated Landfill - Set Up Energy: Alternatives and Conservation <ol style="list-style-type: none"> Personal Energy Inventory - Data Collection - <i>explanation only-not due</i> 	Lab
2/10	2/11	2/12	2/13	2/14	<ul style="list-style-type: none"> Energy: Alternatives and Conservation <ol style="list-style-type: none"> Building Insulation & Light Bulbs Hot Water Heater Insulation Watt Usage by Electrical Devices Personal Energy Inventory - Data Collection - <i>questions on data collection?-not due</i> Water Quality <ol style="list-style-type: none"> Pollutants - Inoculating Algal Cultures (<i>set up of activity for formal lab report</i>) 	Lab

Mon	Tue	Wed	Thur	Fri	Lab Exercises/Activities	Location
2/17	2/18	2/19	2/20	2/21	<ul style="list-style-type: none"> • Energy: Alternatives and Conservation 4. Photovoltaics 5. Generating Electricity with a Turbine 13. Personal Energy Inventory - Data Collection - due this week by end of lab 14. Personal Energy Inventory - Data Compilation 	Lab
2/24	2/25	2/26	2/27	2/28	<ul style="list-style-type: none"> • Water Quality 9. Pollutants - Effects on Algal Growth <i>(Note: This activity serves as the basis of the formal lab report)</i> • Writing a Lab Report • Energy: Alternatives and Conservation 6. Wind Turbines 7. Hydrogen Fuel Cell • SCIENTIFIC PAPER TUTORIAL ON- LINE ASSIGNMENT DUE 3/1/19 by 11:59pm 	Lab
3/2	3/3	3/4	3/5	3/6	<ul style="list-style-type: none"> • Energy: Alternatives and Conservation 1. Converting Sunlight into Heat 2. Solar Water Heater • Water Quality 7. Drinking Water Quality • Biodegradation & Solid Waste Mgt 2. Biodegradation - Observation 	Lab
3/9	3/10	3/11	3/12	3/13	<ul style="list-style-type: none"> • NO LABS - SPRING BREAK 	Not applicable

Week of	Lab Exercises/Activities	Work Due:
3/16-3/22	NO LABS - SPRING BREAK - Extended due to coronavirus	NA
3/23-3/29	<p>From course lab manual:</p> <ul style="list-style-type: none"> • Atmosphere Issues - Activity 11 - Plotting Ozone Concentration Change Over Time <p>Alternative On-line Activity (See Blackboard for instructions)</p> <ul style="list-style-type: none"> • Stratospheric Ozone 	<p>3/23 by 11:59pm</p> <ul style="list-style-type: none"> • Final weekly pre-lab quiz <p>3/29 by 11:59pm</p> <ul style="list-style-type: none"> • Final weekly write up from before spring break • All work related to activities listed to the left
3/30-4/5	<p>Self-Review of Formal Lab Report (See Blackboard for instructions)</p> <ul style="list-style-type: none"> • Replaces peer-review process <p>Alternative On-line Activity (See Blackboard for instructions)</p> <ul style="list-style-type: none"> • Virtual River 	4/5 by 11:59pm
4/6-4/12	Activities TBA	4/12 by 11:59pm
4/13-4/19	<p>Activities TBA</p> <p>Formal Lab Report - Electronic Submission</p>	4/19 by 11:59pm

Week of	Lab Exercises/Activities	Work Due:
4/20-4/26	Activities TBA	4/26 by 11:59pm
4/27-5/3	Activities TBA	5/3 by 11:59pm
5/4-5/10	Activities TBA	5/10 by 11:59pm