



## Unit 2 - Biology Course Outline

# Course Outlines for Biology and Biochemistry Courses

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Members of Unit 2: Biology are requested to use the standard templates provided for all courses (lecture and laboratory) provided by the unit assistant. The purpose of this request is to ensure that all of the required information is provided and to ensure a very professional appearance for course outlines, which are seen not only by students, but also by administrators and others external to UBCO who ask us for course outlines.

There is no intent to prevent you from providing whatever information you would like your students to have, or to rearrange the sections.

Page 2: Lecture course outline

Page 6: Lecture course outline for course with a lab component

Page 12: Laboratory course outline



## Unit 2 - Biology Course Outline

COURSE # AND SECTION  
FULL COURSE TITLE (CREDIT)  
YEAR AND TERM  
Classroom and meeting times

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### **Instructor:**

(Name)

(Office)

Phone:

(email and other info regarding contact through *Connect*)

**Office Hours:** (Days, Time, by appointment?)

### **Course Description:**

**(Course number) (Credit) (Course Title)**

(Academic Calendar description)

*Prerequisite:* (from Calendar)

*Corequisite:* (from Calendar)

(Additional description of course to give students a general idea of the course)

### **Course Objectives:**

### **Course Format:**

((i.e. How is the course structured - e.g., method of presentation of course material, and quizzes, assignments, labs, use of *Connect*, etc.)

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agreements for electronic items; and/or adhere to the UBC Fair Dealing Requirements for Faculty and Staff. Access to the *Connect* course site is limited to students currently registered in this course. Under no circumstance are students permitted to provide any other person with means to access this material. Anyone violating these restrictions may be subject to legal action. Permission to electronically record any course materials must be granted by the instructor. Distribution of this material to a third party is forbidden.

### **Required Materials:**

(Full bibliography of text books, suggested readings etc...)

### **Course Evaluation: (for example)**

Midterm #1	15%	Date
Midterm #2	15%	Date
Paper/ Assignment/Quizzes	30%	
Final	40%	TBA
Total	100%	

(Format for evaluation should be a table with name of evaluation, value and date. Remember, course outlines are essentially legal documents i.e. contracts between you and the students. If it is not on the course outline you cannot add an extra exam or assignment without agreement of 100% of the students in the course.)

Final grades will be based on the evaluations listed above and the final grade will be assigned according to the standardized grading system outlined in the UBC Okanagan Calendar.

Note: Any requests for changes to final exams must be sent to the office of the Associate Dean of Students ([bsasdeansoffice.ubco@ubc.ca](mailto:bsasdeansoffice.ubco@ubc.ca)).

### **Missed Assignments and Exams:**

From UBC Okanagan Academic Calendar/Policies and Regulations/Academic Concession

“Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to **written guidelines**



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**given to them at the start of the course.** Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. If ill health is an issue, students are encouraged to seek attention from a health professional. Campus Health and Counselling will normally provide documentation only to students who have been seen previously at these offices for treatment or counselling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to [Dr. Joyce Boon, Unit Head, Biology]."

(Please detail the procedure for missing and/or late assignment here)

*(Example of written Guidelines for exams and assignments: Students may be excused from laboratories only with a physician's certificate verifying illness or other supporting documents for a compassionate leave. If a student is unable to complete a laboratory or a laboratory exam for a good and verifiable reason, the marks may be redistributed. Please talk to your TA or the lab coordinator as soon as possible if ill or if you will be missing a laboratory or a lab exam. (Holidays are not acceptable reasons for missing labs).*

### **Lecture Outline:**

(Usually a table detailing the week and lecture topic covered, any required readings, textbook chapters, exam dates etc...)

Final Exam (During Exam period, TBA)

**\*\*Following three sections must appear as written in every Lecture Course Outline\*\***

### **Academic Integrity:**

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the break down of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's



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Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the policies and procedures, may be found at:

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>

If you have any questions about how academic integrity applies to this course, please consult with your professor.

### **Disability Assistance:**

If you require disability-related accommodations to meet the course objectives, please contact the Coordinator of Disability Resources located in the Student Development and Advising area in the University Centre building. For more information about Disability Resources or academic accommodations, please visit the website at:

<http://www.ubc.ca/okanagan/students/drc/welcome.html>

### **Equity, Human Rights, Discrimination and Harassment:**

UBC Okanagan is a place where every student, staff and faculty member should be able to study and work in an environment that is free from human rights-based discrimination and harassment. Under UBC's Policy 3 on Discrimination and Harassment, UBC prohibits discrimination and harassment on the basis of the following grounds: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation or unrelated criminal conviction.

If you require assistance related to an issue of equity, discrimination or harassment, please contact the Equity Office or your administrative head of unit.

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Web: [www.ubc.ca/okanagan/equity](http://www.ubc.ca/okanagan/equity)

Unit Equity Representatives:

<http://www.ubc.ca/okanagan/equity/programs/equityreps/unitcontacts.html>



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COURSE # AND SECTION  
FULL COURSE TITLE (CREDIT)  
YEAR AND TERM  
Classroom and meeting times

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### **Lecture Instructor:**

Name:

Office:

Phone:

(email and other info regarding contact through *Connect*)

**Office Hours:** (Days, Time, by appointment?)

### **Laboratory Coordinator/Instructor:**

Name:

Office:

Phone:

(email and other info regarding contact through *Connect*)

**Office Hours:** (Days, Time, by appointment?)

### **Course Description:**

**(Course number) (Credit) (Course Title)**

(Academic Calendar description)

*Prerequisite:* (from Calendar)

*Corequisite:* (from Calendar)

(Additional description of course to give students a general idea of the course)

### **Course Objectives:**

### **Course Format:**

(i.e. How is the course structured - e.g., method of presentation of course material, and quizzes, assignments, labs, use of *Connect*, etc.)

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### **Laboratory Meeting times:**

BIOL XXX labs are held in (room #) and start on (September xx, 2012). Please check your registration to determine your lab section and time.

**Note:** Attendance at labs is mandatory unless there is a valid medical or compassionate reason. Students who are late and miss the introductory lecture without a valid excuse will not be allowed into the lab, and will receive a mark of zero for that laboratory assignment. Students must pass both the lecture and laboratory part of a course to pass the course; please refer to the Repeat Course Policy.

### **Required Materials:**

(Full bibliography of text books, suggested readings etc...)

(Physical Materials - Lab coat and goggles etc... and indication if Optional or Mandatory)

### **Course Evaluation:**

Midterm #1	15%	Date
Midterm #2	15%	Date
Laboratory	30%	
Final	40%	TBA



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Total 100%

(Format for evaluation should be a table with name of evaluation, value and date. Remember, course outlines are essentially legal documents i.e. contracts between you and the students. If it is not on the course outline you cannot add an extra exam or assignment)

Final grades will be based on the evaluations listed above and the final grade will be assigned according to the standardized grading system outlined in the UBC Okanagan Calendar.

Note: Any requests for changes to final exams must be sent to the office of the Associate Dean of Students ([bsasdeansoffice.ubco@ubc.ca](mailto:bsasdeansoffice.ubco@ubc.ca)).

### Missed Assignments and Exams:

From UBC Okanagan Academic Calendar/Policies and Regulations/Academic Concession

"Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to **written guidelines given to them at the start of the course**. Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. If ill health is an issue, students are encouraged to seek attention from a health professional. Campus Health and Counselling will normally provide documentation only to students who have been seen previously at these offices for treatment or counselling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to [Dr. Joyce Boon, Unit Head, Biology]."

(Please detail the procedure for late work or missing a lab and/or assignment here)

*(Example of written Guidelines for exams and assignments: Students may be excused from laboratories only with a physician's certificate verifying illness or other supporting documents for a compassionate leave. If a student is unable to complete a laboratory or a laboratory exam for a good and verifiable reason, the marks may be redistributed. Please talk to your TA or the lab coordinator as soon as possible if ill or if you will be missing a laboratory or a lab exam. (Holidays are not acceptable reasons for missing labs).*

### Lecture Outline:





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(Usually a table detailing the week and lecture topic covered, any required readings, textbook chapters, exam dates etc...)

**Final Exam (During Exam period, TBA)**

### **Laboratory Outline:**

(Whether a full lab outline is presented here is up to the course instructor and laboratory coordinator. However, the day and week that labs start, locations and start times for any field trips should be listed in this outline. )

**\*\*Following four sections must appear as written in every Lecture/Lab Course Outline\*\***

### **Repeat Course Policy:**

The student may opt to repeat the failed portion of the course if, and only if, the following requirements are met:

- If the student failed the laboratory portion of the course, but achieved a grade of at least C (60%) in the lecture portion of the course, the student may opt to repeat only the laboratory portion.
- If the student failed the lecture portion of the course, but achieved a grade of at least C (60%) in the laboratory portion of the course, the student may opt to repeat only the lecture portion.
- The course must be taken again within two years of the start of the term in which the student was originally enrolled in the course (e.g. if the course was originally taken in the Fall term of 2009, the student has until the Fall of 2011 to repeat the course).
- In situations where the weighting of the lab/lecture component changes from year to year (e.g. 30% lab, 70% lecture in one year; 40% lab, 60% lecture in another year), it will be at the discretion of the instructor teaching the course the second time to decide the weighting in the calculation of the new grade.
- The student must complete (including all required signatures) the "Repeat course" form and submit it to the Unit Administrative Assistant (Ms. Jennifer Janok) by the last day of the late registration period.

Please note that the university policy is that the student must register and pay for the complete course, and not just a portion of the course.

### **Academic Integrity:**



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A more detailed description of academic integrity, including the policies and procedures, may be found at:

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>

If you have any questions about how academic integrity applies to this course, please consult with your professor.

### **Disability Assistance:**

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## Unit 2 - Biology Course Outline

COURSE # AND SECTION  
FULL COURSE TITLE (CREDIT)  
YEAR AND TERM  
Laboratory room #

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### Laboratory Coordinator/Instructor:

Name:

Office:

Phone:

(email and other info regarding contact through *Connect*)

**Office Hours:** (Days, Time, by appointment?)

### Lecture Instructor:

Name:

Office:

Phone:

(email and other info regarding contact through *Connect*)

**Office Hours:** (Days, Time, by appointment?)

### Course Description:

**(Course number) (Credit) (Course Title)**

(Academic Calendar description)

*Prerequisite:* (from Calendar)

*Corequisite:* (from Calendar)

### Laboratory Objectives:

### Laboratory Format:

(i.e. How is the lab course structured - e.g., method of presentation of lab material, and quizzes, assignments, use of *Connect*, etc.)

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### **Required Materials:**

(Full bibliography of text books, suggested readings etc...)

(Physical Materials - Lab coat and goggles etc... and indication if Optional or Mandatory)

### **Course Evaluation:**

Assignment 1	15%	Date due
Assignment 2	15%	Date due
Lab exam 1	35%	Date
Lab exam 2	35%	Date
Total	100%	



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(Format for evaluation should be a table with name of evaluation, value and date. Remember, course outlines are essentially legal documents i.e. contracts between you and the students. If it is not on the course outline you cannot add an extra exam or assignment)

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### **Missed Assignments and Exams:**

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### **Laboratory Outline:**

(Should indicate the lab exercises that will be done on particular dates, when exams are, when assignments are due etc. )



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