

Instructional Laboratory Policies

Attendance to & participation in all laboratory sessions is mandatory.

- If you are not prepared to participate, or if you refuse to participate without an acceptable (as determined by Lab Instructor) written excuse, you will be penalized 10% of the total points possible on the lab report for that lab (first offense). Each subsequent offense will be penalized an additional 10% (2nd = -20%, 3rd = -30%, etc.).
- If you arrive more than 20 minutes late to class, you will be considered absent for that lab.

Quizzes & Exams:

- Quizzes will be given at the beginning of each lab; no extra time will be given for students arriving late.
- Calculators will be provided for quizzes and exams; you may not use your own.

Lab Reports:

- Lab reports are due electronically through Turnitin on Blackboard at the beginning of class. It is each student's responsibility to confirm that the lab report was successfully uploaded and accepted. Failure to successfully upload the lab report on Turnitin on time is considered late, and is subject to a deduction of 20% of the total points of the assignment for each day it is late. Additionally, a hard copy of the lab report must be submitted the instructor in class.
- If a lab report is due the day you miss a lab (excused or not), it is still due on time or earlier.
- It is the policy of the Human and Evolutionary Biology section NOT to accept late labs. Exceptions can sometimes be made, under rare circumstances, and these exceptions are made at your Lab Instructor's discretion. If accepted, 20% of the total points will be taken off for each day it is late.
- Lab reports must be given directly to your Lab Instructor. *The HEB office will not accept lab reports.*
- If you disagree with the grading of a lab report, you have one week from the day it is returned to you to discuss it with your lab instructor for a grade change consideration.

Excused Absences:

- If you are excused by your lab instructor for missing a lab, you may attend another lab section during the same week to make up the lab and the quiz. Arrangements for your make-up lab will be made by your lab instructor; it is your responsibility to provide the lab instructor with your availability.
- To be excused from missing a lab, you must:
 - a. Notify your Lab Instructor on or before your regular scheduled lab day.
 - b. Provide acceptable written documentation of your absence. Excused absences are granted at your Lab Instructor's discretion.
- **A maximum of TWO absences may be excused and made-up per semester.**
- Attending an overlapping course is not a sufficient reason to justify an "excused" absence.

Missed Labs:

- Excused & lab made up: no penalty
- Excused & lab not made up: If there was a quiz, it must be made up the same week
 - 10% of the points possible on the report for the lab you missed (miss 1 part of a 2-part lab: -5%)
- Unexcused: If there was a quiz, it cannot be made up
 - 100% of the points possible on the report for the lab you missed (miss 1 part of a 2-part lab: -50%)

Religious Holidays:

- In the event that a religious holiday coincides with a HBIO lab, **you may be excused from the lab.** The absence will be treated as an "excused absence" (please see above for details).
- Your lab instructor **MUST** be notified in advance.
- If a lab report is due the day of a missed lab, it is still due ON TIME or earlier.

Academic Integrity Violations

Please read the following carefully!

- **ZERO TOLERANCE FOR ACADEMIC INTEGRITY VIOLATIONS**

Academic dishonesty/misconduct (plagiarism, cheating, unauthorized collaboration, etc.) will not be tolerated. All academic integrity violations will result in a grade sanction and will be reported to the Office for Student Judicial Affairs, **NO EXCEPTIONS!**

- The replication of prior lab reports or materials purchased and/or downloaded from online sources such as “***USC Class Notes***” will not be tolerated, and will be reported to the Office of Student Judicial Affairs. Unauthorized posting or “sharing” of lab reports or assignments will be subject to University sanctions.
- **Lab reports and assignments should be done completely on your own and written in your own words. Data collection is a group project, but report writing is not. Unauthorized collaboration is considered plagiarism and will be reported.**
- It is your responsibility to “reasonably” protect your own work from the plagiarism of others.
- If plagiarism is detected on a group project, all members of the group will be held responsible.
- You are expected to be familiar with the Academic Integrity guidelines found in the current SCampus (student guidebook). An electronic version is available at <http://usc.edu/scampus>.

Please contact the Laboratory Director with any questions or concerns regarding departmental policy. Office hours are by appointment ONLY.

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University Support Systems

Student Health Counseling Services - (213) 740-7711 – 24/7 on call engemannshc.usc.edu/counseling
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call suicidepreventionlifeline.org
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 – 24/7 on call engemannshc.usc.edu/rsvp
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) | Title IX - (213) 740-5086
equity.usc.edu, titleix.usc.edu

Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

Bias Assessment Response and Support - (213) 740-2421
studentaffairs.usc.edu/bias-assessment-response-support
Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710
studentaffairs.usc.edu/ssa

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101
diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call dps.usc.edu
Non-emergency assistance or information.