**Community College of Philadelphia
BIO-104: Forensic Biology
Lab Room 347
John-Paul Vermitsky, Ph.D**

**General Lab Rules:**

1. **NO FOOD OR DRINKS ALLOWED IN THE LAB**. If you are caught with any food or drink in the lab room you will lose 10 points off of your grade for each occurrence.
2. Lab safety -- READ and understand the general safety guidelines on handout provided. You will sign an acknowledgement sheet.
3. All students MUST purchase and bring gloves to each lab. A student that does not have gloves will not participate in that lab and will lose credit for those lab assignments.
4. All students should wipe down their lab benches prior to and after the lab exercise.
5. Lab benches must be checked by instructor for cleanliness before you leave. Failure to clean your bench and PUSH CHAIR IN will result in 10 points off your grade for each occurrence.
6. All your lab supplies will be in a box in front of you. Put things away before leaving the lab.
7. If you used a microscope please clean ALL the lenses, stage etc. and lower the stage and put it away properly. If you leave a dirty microscope you will loose 25 points off of your grade.
8. Make sure all waste is put in the proper disposal containers. Failure to follow disposal guidelines will result in 10 points off of your grade for each occurrence.
9. If you miss a lab you will lose points for those labs on your lab reports. Remember lab reports account for a significant part of your grade. Students that miss 2 or more labs will be dropped from the course!

**PRE-LAB REPORTS (10 points each):**

***Pre-labs:***  Pre-labs should be completed **before** lab work begins and turned into professor prior to lab. The purpose of the pre-lab is to ensure that you have prepared properly for the lab and have a good grasp of its purpose and, perhaps, its expected results.  Therefore, **no late pre-labs will be accepted**.

You will do a pre-lab write-up for each upcoming lab session, unless otherwise instructed. Remember, this exercise is *not* to create busy work, but to prepare you. In the laboratory, you will be performing multiple experiments in a single day, and be introduced to several topics and ideas. Because of this, and the need for safety in the lab, you are responsible for preparing yourself ahead of time. In the past, students who did pre-lab write-ups consistently scored higher on lab exams and finished lab exercises *much* more quickly than students that did not.

**Use the following guidelines. Pre-labs may be written or typed and kept in your laboratory notebook:**

1. A minimum of ½ page in length. This will depend on the number of lab exercises assigned for a given day.

2. MUST include the following components for each lab:

 a. A description in your own words of the purpose/ goals of the lab

 b. A list of chemicals and materials you will need

c. Brief outline of the protocol/ procedure that you will follow for each lab exercise.

**LAB REPORTS (10 points each)**

***Lab Worksheets:***  Lab worksheets are short fill in the blank data presentation and analysis for labs that do not require a formal report.  These worksheets have been provided for you at the back of the lab manual.  The pages are perforated and can be torn out and attached to your formal lab report.

***Lab Reports:***  Typical Organizational Format for Lab Reports. Each section should be clearly defined.

* **Introduction:** A paragraph describing the background and overall goals of the experiments.
* **Materials and Methods:** List of all the materials to be used in the lab experiment (Materials). List of all steps in the lab experiment (Methods).
* **Results:**  Present the actual data and observations collected in your lab notebook in a neat table or graph.  Include any photographs that were taken.
	+ All graphs should include a title and labeled axis, including units and what they represent.
	+ Numerical data should be arranged in neat tables, which should include titles, units and explanatory notes.
	+ Make calculations from your data.  Include at least one sample of all necessary calculations, including dilutions (show how you did the entire calculation).  You should report the biologically significant information, showing what occurred in the exercise using the data you obtained.
* **Discussion:**  Summarize your results and state any general conclusions that you are able to make from the lab.  Are the results what you expected?  If you do not believe your results are convincing, you should discuss possible sources of problems and ways that the experiment could be changed in future attempts.  This section should always include a discussion of whether or not you were able to achieve the objectives for this lab and the reasons for any failure to do so.  It should always be written in paragraph form using complete sentences.

Lab worksheets and reports are due the class following the lab experiment completion.  **No late lab reports or worksheets will be accepted**.