Subject Outline

BIOL103
Molecules, Cells and Organisms

Faculty of Science, Medicine and Health

School of Biology

Spring 2013
## Subject Outline

<table>
<thead>
<tr>
<th>Subject code:</th>
<th>BIOL103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject name:</td>
<td>Molecules, Cells and Organisms</td>
</tr>
<tr>
<td>Credit points:</td>
<td>6</td>
</tr>
<tr>
<td>Pre/co-requisites:</td>
<td>None</td>
</tr>
<tr>
<td>Mode of delivery:</td>
<td>On Campus</td>
</tr>
<tr>
<td>Delivery location:</td>
<td>Wollongong</td>
</tr>
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</table>

### Version history

<table>
<thead>
<tr>
<th>Edition</th>
<th>Authors</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>Tracey Kuit and Karen Fildes, Faculty of Science, UOW</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Tracey Kuit and Karen Fildes, Faculty of Science, UOW</td>
<td>2011</td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>Tracey Kuit and Karen Fildes, Faculty of Science, UOW</td>
<td>2009</td>
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The University of Wollongong attempts to ensure that the information contained here is correct at the time of production, however, sections may be amended without notice by the University in response to changing circumstances or for any other reason.
Contacts

Subject Co-ordinator

Name: Dr Tracey Kuit

Faculty of Science, Medicine and Health

Location 41.177
Telephone 61 2 4221 4916
Email tburnett@uow.edu.au

Consultation mode and times: In person on Tues 9.30-10.30 am; emails will be answered Monday-Friday between 4-5 pm

<table>
<thead>
<tr>
<th>Lecturers</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
<th>Consultation times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Tracey Kuit</td>
<td>41.177</td>
<td>4221 4916</td>
<td><a href="mailto:tburnett@uow.edu.au">tburnett@uow.edu.au</a></td>
<td>Tues 9:30-10:30</td>
</tr>
<tr>
<td>Dr Andrew Aquilina</td>
<td>32.308</td>
<td>4221 3340</td>
<td><a href="mailto:aquilina@uow.edu.au">aquilina@uow.edu.au</a></td>
<td>By appointment</td>
</tr>
<tr>
<td>Dr Jody Gorman</td>
<td>41.176</td>
<td>4221 3328</td>
<td><a href="mailto:jwilton@uow.edu.au">jwilton@uow.edu.au</a></td>
<td>Wed 9:30-10:30</td>
</tr>
<tr>
<td>Dr Lezanne Ooi</td>
<td>32.321</td>
<td>4221 5865</td>
<td><a href="mailto:lezanne@uow.edu.au">lezanne@uow.edu.au</a></td>
<td>By appointment</td>
</tr>
</tbody>
</table>

You will also be assigned a demonstrator for practicals. This person is available to assist you during practicals but not normally outside of class times. If you have queries about material in the lecture course contact the lecturer responsible. General queries concerning the practicals or the course should be addressed to the subject coordinator. Consultation times of each lecturer for the subject are listed above. Consultation outside of the indicated periods can be arranged by appointment via email.
Subject Information

Outline

This subject covers: cell structure and function, the classes of biological molecules, processes of cellular division, an introduction to biochemistry, genetics and microbiology and the physiology of the immune system.

Learning Outcomes

Through successful completion of this subject students will be able to: describe the characteristics of the most important classes of biological molecules and the major features of the structure and function of cells and sub-cellular organelles; understand the cell cycle, the molecular basis of inheritance and the flow of genetic information from genes to proteins; describe organisms fundamental to the study of microbiology; understand how the immune system recognises and responds to immunogenic antigens; work effectively in groups; analyse results and present data clearly and concisely; research and present relevant scientific advancements in various formats (for example posters, seminars).

Faculty Graduate Qualities

Valuable qualities gained by UOW graduates are essential for gaining employment and making an important contribution to society and their chosen field – further information is available at http://www.uow.edu.au/about/teaching/qualities/

Engagement in this subject will contribute to each student’s development of the following UOW Graduate Qualities:

Informed
- Comprehensive knowledge of an area of Science and well-developed skills in using relevant technologies
- Awareness of the international context in which advances in Science are made and applied

Independent learners
- Critical thinking skills
- Scientific approach to the acquisition, analysis, and interpretation of data

Independence in seeking to extend knowledge through ongoing research, enquiry and reflection
- Problem solvers
- Application of creative, logical and critical thinking to scientific problems

Effective communicators
- Well-developed written, oral & aural communication
- Effective collaboration and teamwork across a range of settings and cultures

Responsible
- Ethical decision making
- Respect for diverse opinions, professions, and cultures
Lecture/Tutorial/Laboratory Times


**Lecture:** Start in week 1. Tuesday 10:30-12:30 in 40.153.

**Practical:** Start in week 2. Held in 42.101. Tuesday 13:30-16:30 or Wednesday 9:30-12:30, Wednesday 13:30-16:30 or Thursday 9:30-12:30 or Thursday 13:30-16:30 or Friday 9:30-12:30 or Friday 13:30-16:30. Enrolment is completed online through SOLS.

**Tutorial:** Week 12 only. Enrolment is automatic and based on practical class allocation.

**Study Time**

Students should note that UOW policy equates 1 credit point with 2 hours of study per week that includes lectures and tutorials. For example, in a 6 credit point subject, a total of 12 hours of study per week is expected.

**Prescribed Reading**


**Recommended Readings**

The following books are also in the library for your reference:


These books (particularly the textbooks) will help you with the basics of the subject. However, as a university student you should not restrict yourself to the text. You should start using the library in a constructive way. There are other general biology texts as well as specialist books and review journals covering various areas of biology (i.e. genetics, biochemistry, botany and zoology). General scientific articles covering many areas in modern biology can be found in journals such as *Scientific American* and *New Scientist* as well as more specific articles in the weekly scientific journals *Nature* and *Science*. Explore the library and get to know it. Your whole university career will benefit!

The recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.
Materials

You should bring the following to each practical class:

1. Practical manual and workbook (purchased from Uni shop).
2. Calculator.
3. Ruler, pen etc.
4. Laboratory coat (essential in this subject).
5. For dry practicals, also bring your text book.

Ethical Objection to the Use of Animal and Animal Products

In this subject, the use of animals, animal tissues or animal-derived products (such as sera) is inherent and unavoidable, in order to achieve specific learning objectives. Students with conscientious objections to that use should not enrol in this subject.

Students who intend to avoid a particular learning activity on the basis of conscientious objection should notify the subject coordinator in writing as early as possible, and not later than the end of Week 2 of the session.

For further information, refer to http://www.uow.edu.au/about/policy/UOW058708.html

e-Learning

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information regarding the eLearning spaces please use the following links:

BIOL103 has an eLearning internet site (from the Current Students link on the University’s home page, enter SOLS, click on eLearning Space and choose BIOL103). Please visit this site frequently (we recommend every week), as it has assessment items, course material, lecture notes, additional resources and announcements about the subject.

Some of the features of the BIOL103 site are:

Assessable quizzes and tutorials: these are to be submitted through the eLearning site. You enter the “eLearning tutorials and quizzes” folder. From there you complete the tutorial, then you can print the quiz, work on it offline and then re-enter the assignment page to submit your answers. Please follow all instructions very carefully when submitting your final answers.

Subject manuals: If you lose the Subject Outline or Practical Manual, it is also available on the eLearning site.

Email and discussions: The eLearning site can be used at any time to ask questions via email, either about course material or the course itself, or to have discussions with other
students and with lecturers. Please get into the habit of checking it out, and using it for your questions. It will be checked regularly.

**Notification of Information:** For notification of information during session, the subject coordinator uses both “Announcements” in the eLearning site and SOLS messaging. Once a notice has been sent, you are deemed notified. You are advised to check these sites at least three times a week.

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Lectures</th>
<th>Text</th>
<th>Practical and Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29/7</td>
<td>1. Introduction (TK)</td>
<td>2,3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemistry of Life (TK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Cell structure (TK)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Proteins (TK)</td>
<td>5</td>
<td>eLearning Quiz 1 – Microscopy &amp; cells</td>
</tr>
<tr>
<td>3</td>
<td>12/8</td>
<td>5. Carbohydrates (AA)</td>
<td>5</td>
<td>2. Biochemistry I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Lipids and membranes (AA)</td>
<td>5,7</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>19/8</td>
<td>7. Cell-cell interactions (AA)</td>
<td>6,11</td>
<td>3. Biochemistry II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Enzymes (AA)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>26/8</td>
<td>9. Metabolism (LO)</td>
<td>8</td>
<td>4. Dry practical I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Cellular respiration (LO)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2/9</td>
<td>11. Cell division (LO)</td>
<td>12</td>
<td>Mid-session quiz (no prac)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Cell cycle control &amp; cancer (LO)</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9/9</td>
<td>13. Meiosis (TK)</td>
<td>13</td>
<td>5. Cell division &amp; genetics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Heredity &amp; genetic disease (TK)</td>
<td>14,15</td>
<td>Prac quiz 1</td>
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<tr>
<td></td>
<td></td>
<td>16. DNA synthesis (LO)</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>23/9</td>
<td>17. DNA to protein (TK)</td>
<td>17</td>
<td>7. Dry practical II</td>
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<tr>
<td></td>
<td></td>
<td>18. Genetic engineering (TK)</td>
<td>20</td>
<td>Assessment 1</td>
</tr>
<tr>
<td>R</td>
<td>30/9</td>
<td>RECESS</td>
<td></td>
<td>No prac</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20. Bacteria (JG)</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>22. Fungi (JG)</td>
<td>31</td>
<td>Prac quiz 2</td>
</tr>
<tr>
<td>12</td>
<td>21/10</td>
<td>23. Innate immunity (JG)</td>
<td>43</td>
<td>10. Dry practical III</td>
</tr>
<tr>
<td>13</td>
<td>28/10</td>
<td>25. Biotechnology (TK)</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>26. Summary (TK)</td>
<td></td>
<td>eLearning Quiz 2 – Immunology</td>
</tr>
</tbody>
</table>

Lecturers: TK: Tracey Kuit, AA: Andrew Aquilina, LO: Lezanne Ooi, JG: Jody Gorman

In the event of a practical class being missed due to illness an application for Academic Consideration must be made via SOLS within 3 days and a valid medical certificate submitted to the University Administration at the STUDENT CENTRAL OFFICE in Building 17 (Ground Floor). Also notify the subject coordinator of any absence for medical reasons. If you miss more than one practical for whatever reason, SEE THE SUBJECT COORDINATOR AS SOON AS POSSIBLE. All practicals are assessable whether attended or not, therefore the onus is ON YOU to catch up on any material that you may have missed. You must do this by personal study and by seeking assistance from lecturers and/or demonstrators if necessary.
Assessment

Minimum attendance requirements

Attendance of practicals and tutorials is **compulsory** and attendance of lectures is highly recommended.

Two eLearning assignments need to be completed in weeks 2 and 13, Monday 10pm.

Minimum performance requirements

Students need to complete each component at the level specified.

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Standard</th>
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<tbody>
<tr>
<td>Final Theory and Practical Examination</td>
<td>40%</td>
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<tr>
<td>All assessments combined</td>
<td>50%</td>
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<tr>
<td>(eLearning quizzes, prac quizzes, dry prac assessment, mid-session quiz &amp; final theory and prac exams)</td>
<td></td>
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</table>

Students who do not meet the minimum performance requirements as set out in the Subject Outline may be given a Fail grade or TF (Technical Fail) grade on their Academic Transcript. See the General Course Rules at [http://www.uow.edu.au/handbook/generalcourserules/index.html](http://www.uow.edu.au/handbook/generalcourserules/index.html)

Summary

<table>
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<tr>
<th>Task</th>
<th>Weighting</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>eLearning quizzes (2)</td>
<td>10%</td>
<td>10 pm Monday Week 2 &amp; 13 (online)</td>
</tr>
<tr>
<td>Mid-session theory</td>
<td>10%</td>
<td>Week 6 Prac class</td>
</tr>
<tr>
<td>Prac quizzes (2)</td>
<td>10%</td>
<td>Week 7 &amp; 11 Prac classes</td>
</tr>
<tr>
<td>Dry Practical Assessment (2)</td>
<td>15%</td>
<td>Week 9 &amp; 12 Prac classes</td>
</tr>
<tr>
<td>Final Theory Exam</td>
<td>35%</td>
<td>Exam Period</td>
</tr>
<tr>
<td>Final Prac Exam</td>
<td>20%</td>
<td>Exam Period</td>
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Performance grades

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<thead>
<tr>
<th>Grade</th>
<th>Grade Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85–100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75–84%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65–74%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50–64%</td>
</tr>
<tr>
<td>PS</td>
<td>Pass Supplementary</td>
<td>50%</td>
</tr>
<tr>
<td>F</td>
<td>Fail (unsatisfactory completion)</td>
<td>0–49%</td>
</tr>
<tr>
<td>TF</td>
<td>Technical Fail</td>
<td>No mark recorded</td>
</tr>
</tbody>
</table>
Scaling

Marks awarded for any assessment task (including examinations) may be subject to scaling at the end of the session by the Unit Assessment Committee and/or the Faculty Assessment Committee (FAC). Marks will only be scaled to ensure fairness/parity of marking across groups of students. Scaling will not affect any individual student’s rank order within their cohort. For more information refer to Assessment Guidelines – Scaling [http://www.uow.edu.au/about/policy/UOW058609.html](http://www.uow.edu.au/about/policy/UOW058609.html)

Submission and Return of Assessment Items

1. Two eLearning quizzes are due in weeks 2 and 13 and are to be submitted online through the Biol103 eLearning site. Submission of the quiz is acknowledged through this site, as is the final grade.
2. A mid-session theory quiz will be completed and submitted in practical classes in week 6. Marks will be displayed through the Biol103 eLearning site by week 8 of session. Quizzes will not be handed back.
3. Two practical quizzes will be completed and submitted in practical classes in weeks 7 and 11. Marks will be displayed through the Biol103 eLearning site by week 13 of session. Quizzes may be returned within 2 weeks of submission and require signed receipt from students upon return.
4. Dry Practical assessment 1 (written assignment) will be submitted in practical classes in week 9 and will be returned in week 10 practical classes and require signed receipt from students upon return.
5. Dry practical assessment 2 (oral seminar) will be completed in tutorial classes in week 12 and will be assessed at time of presentation.
6. All marks will be displayed through the Biol103 eLearning site at the end of the session. Students must check their results and notify the subject coordinator of any issues BEFORE completion of the final exam.

Students are advised to keep an electronic or hard copy of all submitted assessment tasks except in circumstances where this is not possible e.g. where the task is submitted at the end of activity in which it was completed.

Originality

In preparing Practical reports, essays, tutorials, theses, etc. for assessment, all written work must be original. Students are sometimes tempted to use material which is not their own without due acknowledgment. This constitutes cheating, the penalty for which is a zero mark for that assessment item. It is considered equivalent to cheating in an examination. Direct copying and/or submitting material from your own work done in previous years is also considered as cheating.

What Constitutes Cheating?

Collusion is the secret and fraudulent production of identical or superficially altered work submitted for assessment by two or more students. It is easily detected by the examiner from the similarity in styles. This constitutes cheating and will be dealt with accordingly.
**Plagiarism** is the verbatim use of someone else's work, as if it were your own. This also constitutes cheating and will be dealt with accordingly. The "someone else" concerned may be an author, critic, lecturer, or even a fellow student. Plagiarism includes copying of material from practical books obtained from other students in the same or previous years. It also includes the direct copying of material from texts, references etc.

If you need to quote another piece of work, do it correctly. You must provide quotation marks around the quotation and this must be referenced. In other words, the only proper way to indicate that the words are not yours is to show clearly that they are a quotation.

It is often desirable and may even be necessary to use other people's ideas but you must not pretend that they are your own. In such cases, your text should include a reference to the source of the idea.

You may need to use a figure or table from another source. If so, the legend must indicate the source, with the appropriate reference.

The list of references should include acknowledgment of ideas, data and direct quotations from all sources.

**Collaboration:** Students are often required to work cooperatively in groups when performing experiments. This may be necessitated by limitations on the amount of equipment or experimental material available, or simply by the fact that more than one pair of hands is required to do the experiments. Such collaboration is common and is an essential part of scientific endeavor. However, collaboration must always be acknowledged.

When you perform experimental work as part of a group, you must always acknowledge the collaboration by writing the names of the other members of the group at the start of your practical report.

Collaboration in performing an experiment does not extend to writing a report on the experiment where that report is assessed for marks. Students must prepare their own report individually.

**Late Submission**

All assessment tasks are to be submitted on the due dates as specified in this Subject Outline. Assessment tasks submitted late will be penalised by the deduction of 10% of the maximum possible mark for the assessment task per calendar day or part thereof. That is, if you score 60% for an item but handed it in 2 days late, you will only get 40% for that item. Deduction of marks will not result in a negative mark.

Notwithstanding what is stated above, once submissions from the rest of the class have been marked and returned, any subsequent submissions will not be marked at all.

Note that assessment tasks submitted to SMAH Central must be submitted by 2:30 pm on the due date to guarantee being recorded in SATS as being submitted on time.
Academic Consideration including Extensions of Time

Applications from students for academic consideration should be made only on the grounds of serious or extenuating circumstances. Applications for academic consideration are governed by the University’s Student Academic Consideration Policy at http://www.uow.edu.au/about/policy/UOW058721.html The following is a summary.

1. What is a request for academic consideration?

A request for the School to take into account, when assessing your performance in any assignment or examination, circumstances beyond your control: typically medical problems or other compassionate circumstances.

2. What are acceptable reasons for academic consideration?

(i) valid medical grounds, illness or injury, hospitalisation, disability etc.
(ii) valid compassionate grounds, loss or bereavement, hardship or trauma
(iii) valid extenuating circumstances, carer’s responsibilities, religious reasons, military service etc.

3. How do you apply?

(i) Lodge an application through SOLS, together with supporting documentation, taken to the Student Central Office (building 17). You do this online (log onto SOLS, and select the Academic Consideration link), but validation of any documentation will be necessary at the Student Central Office.

(ii) This must be done prior to the assessment due date or no later than 3 working days following the assessment task. The subject coordinator will only receive notification of the application once all documentation has been accepted and verified.

(iii) It is your responsibility to check the outcome with the coordinator, as soon as possible after lodging the application, but no later than five working days after doing so. This is essential in order to negotiate what arrangements are to be made regarding missed work, extensions to deadlines, etc.

4. What is “supporting documentation”? Examples include (see website above for more examples):

(i) A medical certificate, which must indicate: the name of the student, the date the certificate was written and signed, the date on which the doctor considers the student is likely to return to studies, and should: indicate the degree of incapacity of the student and be addressed to the parties requiring the certificate as evidence of illness (ie UoW). Medical certificates which do not have all this information will not be accepted.

(ii) A letter from the University Counseling Service, or a professional counselor, which sets out the general nature of the problem affecting the student, and the opinion of the counselor that the student was unfit to complete the required assessment
(iii) **A statutory declaration**, setting out the facts upon which special consideration is requested, and attaching any supporting documents.

5. **Supplementary exams**

   (i) These are granted **only under special conditions**: (a) if the student did not sit the standard examination for an acceptable reason (accepted via submission of an Academic Consideration application); or (b) if the student, after reporting the illness to the Supervisor-in-Charge, left the examination room because of verified illness.

   (ii) **Early exam/assessment will not be permitted** on the grounds of lengthening the period available for holidays or for departure overseas before the end of the exam period.

6. **Timing of Supplementary Assessment**

   (i) Supplementary assessment is to be completed at a time convenient to the School. It is the responsibility of the applicant to comply with the requirements of the School.

   (ii) It is **your responsibility** (a) to be available to sit for the exam at any time during the vacation period immediately following the application; AND (b) to leave a contact address and telephone number with the School.

7. **Form of Supplementary Assessment**

   Supplementary theory and practical exams may require different and additional assessment tasks to the normal examination.

   **THE SUPPLEMENTARY EXAMINATION MAY BE IN INDIVIDUAL, ORAL FORMAT.**

   Do not assume that an application for special consideration will be automatically granted.

**Supplementary Assessments**

There will be no supplementary mid-session or prac quiz. A supplementary final exam will be offered to those students who have been granted academic consideration. Supplementary assessment may be offered to students who receive a final mark of 48% or 49%, and are otherwise identified as meriting an offer of a supplementary assessment. The form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made. For more information refer to the Supplementary Assessment Guidelines [http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow112335.pdf](http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow112335.pdf).

Note that if you are offered a supplementary examination as the supplementary assessment that you will need to sit the examination in the supplementary examination period.

**Referencing**

The Harvard referencing system is used in Biol103 – this is also known as the author-date system due to the order of the information presented. Failure to document **adequately and fully** is to ignore scholarly rules – and run the risk of plagiarism.
Please consult the UOW library website for further information: http://public01.library.uow.edu.au/refcite/style-guides/html/

**Plagiarism**

Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policy on plagiarism as set out in the University Handbook under the University’s Policy Directory. Plagiarism has led to expulsion from the University.

The University’s Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes promoted as ‘resources’) is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.

Assessment Tasks

Task 1: eLearning tutorials and quizzes

Due Date: 10pm Monday in weeks:
2 - 5\textsuperscript{th} August (Microscopy) and,
13 - 28\textsuperscript{th} October (Immunology)

Weighting: 10%

Details:
There are two web tutorials, with information and quizzes, which are to be submitted through the eLearning site. You enter the “eLearning tutorials and quizzes” folder, from there you first complete the tutorial, print the quiz, work on it offline and then re-enter the assignment page to submit your answers. Please follow all instructions very carefully when submitting your final answers.

Task 2: Mid-session theory quiz

Due Date: Week 6 practical class (3\textsuperscript{rd} – 6\textsuperscript{th} September)

Weighting: 10%

Details:
The material covered in lectures weeks 1-5 will be examined by a mid-session quiz in the format of multiple choice questions. Students arriving late will not be able to sit for the quiz and will receive zero for this assessment.
The mid-session theory is designed to provide you with:
a. Theoretical questions to develop your abilities at processing, and interpreting data.
b. Relevant examples of the type of questions included in the final exam in this subject. These will allow you to become familiar with the level of knowledge expected of you in the final exam.

Task 3: Prac quizzes

Due Date: Week 7 practical class (10\textsuperscript{th} – 13\textsuperscript{th} September)
Week 11 practical class (15\textsuperscript{th} – 18\textsuperscript{th} October)

Weighting: 10%

Details:
Material covered in practicals will be covered in the practical quizzes. These quizzes will be held in practical classes. Students arriving late will not be able to sit for the quiz and will receive zero for this assessment. Typically, you are provided with some experimental data or images analogous to that collected during one of the practical classes, and asked to draw/identify and or make calculations and conclusions from that data.
Task 4: Dry practical assessments

Due Date: Week 9 practical class (24th – 27th September; written assessment)
          Week 12 tutorial class (22nd – 25th October; oral seminar)

Weighting: 15%

Details: In this assessment, you are asked to research a particular lecture topic covered in Biol103. Through your research you are to collect examples of where this knowledge is being used in a practical or ‘real world’ setting and as a group, share this knowledge with the other students in your practical class in the form of a poster (week 9) and a group seminar presentation (week 12). This assignment is designed for group work and as such ALL members of the group are expected to contribute to all aspects of this assignment. All group members will be asked to assess their own and all other group members’ contributions to each assessment.

Task 5: Final theory exam

Due Date: Exam period

Weighting: 35%

Details: The final examination will cover lecture material. The exam format will be 100 multiple choice questions. Some example questions will be given during lectures.

Task 6: Final practical exam

Due Date: Exam period

Weighting: 20%

Details: The final practical examination will cover practical material. The exam format will be similar to the prac quizzes. Typically, you are provided with some experimental data or images analogous to that collected during one of the practical classes, and asked to draw/identify and or make calculations and conclusions from that data.
General Advice

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

Use of Electronic Devices in Timetabled Activities

Ensure that mobile phones are turned off or turned to silent before timetabled activities. Electronic devices including mobile phones and portable MP3 players should not be accessed during timetabled activities unless otherwise advised.

Grievance Resolution

If you have a problem with any penalties that might be imposed on you, or with any other aspect of the Biol103 course, then you should consult the following people, beginning with the first in the list below. If the matter is not addressed to your satisfaction, then proceed to approach the next person on the list, and so on until such time as the matter is resolved. We will do our best to resolve these promptly:

(1) Demonstrator or Tutor who is responsible for the particular assignment
(2) Subject lecturer who teaches the particular section
(3) The subject coordinator (Dr Tracey Kuit)
(4) The Head of School (Professor Mark Dowton, 35.G19C, phone 4221 3013
(5) The Sub Dean (41.152, phone 4221 3492)
(6) The Dean of Students (19.G003, phone 4221 4355 for an appointment)

For more information see: http://www.uow.edu.au/student/services/dos/index.html
University Policies and Student Services

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information:

Student charter

Student Academic Grievance Policy

Acknowledgment Practice/ Plagiarism

Academic Consideration Policy

Course Progress Policy

Graduate Qualities Policy

Workplace Health and Safety Policy

Non-Discriminatory Language Practice and Presentation

Code of Practice - Teaching and Assessment

Intellectual Property Policy

Ethical Objection by Students to the Use of Animal and Animal Products

Animal Ethics

Human Research Ethics

Student Conduct Rules and Procedures
Support Services

Student Services (Student Support Advisors, Disability Services, University Counsellors, Careers Service, Learning Development)


The Science faculty Student Support Advisor is:

Ms Michelle Collis - 41.260F, ph. 02 42 215297, email. mcollis@uow.edu.au

Student Facilities


Woolyungah Indigenous Centre

Laboratory Rules and Guidelines

1. At various stages in the course, you may work with micro-organisms, and various reagents which are corrosive, acutely toxic, cumulative poisons, or inflammable and potentially explosive. As a general practice, therefore, you should neither eat nor smoke in a laboratory; **both are forbidden in our class laboratories.**

2. A laboratory coat is for the protection of your skin and clothing. Wear one in the laboratory at all times.

3. Without adequate footwear there is a constant danger of feet being cut by glass or injured by corrosive substances such as concentrated acids or alkalis. You should therefore ensure that your feet are covered. **Under no circumstances will thongs, sandals or bare feet be permitted.**

4. Note the position of the safety shower in the laboratory. If you get a large amount of corrosive substance on your skin or clothing, use the shower quickly and copiously. Burns should be treated by **immediately** dousing the burnt skin with liberal amounts of cold water.

5. Spilt acids, alkalis and organic solvents damage benches and floor and are a hazard for other people in the laboratory. If you spill any, **immediately** seek the help of a demonstrator or member of the technical staff to clean it up in the appropriate manner.

6. However clean a bench might be, **always assume that is too dirty for a pipette or spatula. Rest pipettes, which are in intermittent use, in racks.** When you have finished with them, discard them into the container provided.

7. Attend practical class **on time** in order to receive important pre-practical instructions.

8. Use of personal items such as MP3 players or other musical devices is prohibited whilst in all areas of the laboratory.

9. Common sense is expected at all times. There should be no horseplay or practical jokes in the laboratory.

10. **Information about risks** associated with each practical will be available in the laboratory. Material Safety Data Sheets (MSDS) detailing the hazards and safety procedures associated with any hazardous substances will also be provided. You **MUST** read this before each practical.

11. In the laboratory, keep your workspace as tidy as possible throughout the practical and completely clean at the completion of the practical. Follow instructions in the laboratory for disposal of all waste, including contaminated waste and broken glass.

12. All instructions for the handling of organisms and equipment must be carefully adhered to. It is **YOUR responsibility to follow these instructions carefully.**

13. Familiarise yourself with the evacuation procedure in case of evacuation.

14. **If an accident occurs, alert your demonstrator and/or the practical supervisor. An accident/injury/incident form must be completed as soon as possible after the incident.** These are available from the laboratory technician.

15. Treat instruments with care and keep them clean.

16. Wash your hands, immediately and thoroughly if they are contaminated with microorganisms, radioactive materials or any chemical reagents. Always wash them, in any case, at the end of the class.