**BIOL 1108H-HYB LAB**

**TURNING IN ASSIGNMENTS and Quizzing**

If you miss a scheduled Lab Quiz day (selected FRIDAYS at 9:30AM) on campus, the materials that are due **can not be turned in late**. That means you will receive a zero on all of the things that were due at our face to face class meeting/quiz session.

However, I am DROPPING the lowest single grade for every grade category in the lab gradebook! So when bad things happen (they happen to all of us!) I will excuse that one time but after that, everything will count toward your overall grade in the course.

**ALL LAB REPORTS will be turned in via email attachment (before deadline). NO PAPER COPIES of lab reports will be accepted. You may either include the correct number of photos documenting your work within the lab report OR you may send them as an attachment to a separate email message.**

I will be providing you Lab Report grading keys ☺ (for all labs covered on the lab quiz that week) to help you answer the multiple choice questions on the lab quiz. You may bring print outs and hand written/typed notes from the lab manual if you wish. Of course you will turn in your select data pages and answers to questions from the lab manual for a grade after you take the test.

**IMPORTANT**: Be sure to look at your posted grades and attendance record on myTC. If you see any issues there please bring them to my attention ASAP. Be sure to save my reply emails to your email submissions and copies of all correspondence as proof of completing your work if any questions arise later in the semester.

The only exception to this policy is: I will take late Lab Reports that are due on Sunday nights before midnight via email attachment. This exception is only on the weeks that we don't meet on the TC campus on Friday morning (see above). There will be a 10% penalty for the first 24 hours past due (MON by 11:59PM), and an additional 10% penalty for an additional 24 hours (TUE by 11:59PM). A grade of zero will be recorded after that. *CAREFUL!! Remember, failure to turn in an assignment (lab report) will result in an absence in the lab course and you only can accrue a maximum of 2 absences before being dropped (W) from the course.*