

Molecular Biology

Instructor Mrs. Nickel

I. Attendance

You are expected to be in your assigned Biology class when you are in school. Attendance is key to success in this class.

If you are absent, upon your return to school, **You** should verify the assignment with the teacher and make arrangements to complete missed assignments and tests. The time period allowed to complete work missed is equal to the number of days absent. It is **your** responsibility to make arrangements for make-up tests, experiments, and assignments. **Make up tests are done afterschool in a timely fashion.**

II. Class Preparation

The following items should be brought with you to every class:

- A. **TEXTBOOK** You will be asked to refer to problems, tables, and graphs, as well as the written text.
- B. **3-RING BINDER** Your binder must be at least 1inch in ring size, however a 1.5 inch binder is recommended. Each day's activities (notes, handouts, homework, laboratory packets) should be dated and kept by sections in your notebook. Keeping a neat notebook will help to study for your tests.
- C. **HOMEWORK** Assigned problems, worksheets, and lab reports should be included in your notebook following the day's class-work. In the event no assignment is given, you are expected to read the text (reread if necessary) and study your notes.
- D. **COLORED PENCILS** Although I will have some colored pencils available for you use, you may want to pick up a pack of 12 colored pencils. We will be using these on a regular basis for a variety of activities.

III. Classroom Rules

- A. **Be prompt** ---Be on time to class. A tardy will result in loss of participation/warm up points.
- B. **Be prepared** ---Bring necessary materials to class i.e., text, pencils, pens, paper, notebooks, calculator, etc.

- C. **Be polite** ---Raise your hand to be called upon.
 ---Be respectful of others and their belongings.
 ---Do not disrupt the learning of others.
- D. **Be neat** ---Get into the habit of turning in work that you can be proud of. Write legibly and show that you care.
- E. **Be safe** ---Follow all safety guidelines in the laboratory.
 ---This also includes eating and drinking in classroom or lab.

Choosing not to follow the above rules will result in corrective action. Any misconduct in the lab will result in immediate removal, a zero for the assignment, and a phone call home.

IV. Laboratory

Laboratory work is a very important part any science class. You will perform a wide variety of activities this year in lab. Strict lab rules and regulations will apply at all times when we are in the lab. Poor lab behavior could result in your removal and denial of lab privileges, in these cases alternative assignments will be provided. Be smart, be safe, and be respectful, and this should not be a problem for anyone.

You may be asked to complete a final lab report for the some or all of the labs we do. Detailed instructions will be given to you when a write up is necessary. Write ups are an important part of lab work, it is important put forth your best effort when completing a final lab report.

V. Grading Policy

A. GRADING SCALE

100+	A+	79-78	C+
100-93	A	77-73	C
92-90	A-	72-70	C-
89-88	B+	69-68	D+
87-83	B	67-63	D
82-80	B-	62-60	D-
		59-	F

- B. **BINDERS:** Binders must contain dividers, with the following tab names.
 1. Notes/Handouts
 2. Homework/Class work
 3. Laboratory work

4. Tests and Quizzes
5. Returned work

It is your responsibility to keep your binder current. Binders will be collected at the end of each 10 weeks for a grade. Random binder checks may occur throughout the ten weeks, make sure you are organized and ready every day.

- C. **HOMEWORK:** All homework will be due at the beginning class when it is called for. If your assignment is not completed you may turn it as is or hand it in late for reduced credit.

Some work will be checked together in class, these assignments will be part of your binder grade, and will not be graded for homework points.

Remember, some points are always better than a zero, try your best on every assignment. If you are stuck on one or two problems it may be best to turn in what you have rather than take late penalty. You can then seek help on those you missed after papers are returned to you.

- D. **LAB WORK** Lab work must be handed in on time for full credit.

- E. **QUIZZES:** Quizzes will be given periodically throughout the 10 weeks. Quizzes may or may not be announced.

- F. **TESTS:** There will be at least one major tests per chapter. They will consist of a variety of question types, multiple choice, short answer, fill in, etc.

You will be notified when a test will be scheduled. Make up tests are offered afterschool and must be scheduled with the teacher.

Retakes are also available for any student who scores below a 70% on a given test. The retake score and the original will be averaged for a final grade.

- G. PROJECTS: Group or individual projects may be assigned during the course of the twelve weeks.
- I. LATE WORK: For each day that an assignment is late, you will receive a 10% reduction in possible earned points. This holds true for make-up work as well.
- Once assignments have been returned the missing assignments become zeros in the grade book. Papers will be handed back on Fridays.

VI. Hall Passes

Students will be given **three** emergency hall passes per marking period. These are to be used for emergencies only and used wisely. No additional passes will be given.

Extra credit points will be given to those students who do not use their hall passes. Each hall pass will be worth 5 bonus points.

VII. Individual Attention

If you are having trouble with any of the topics we cover, do not prolong getting help. Small problems can quickly turn into bigger ones. A few minutes spent before or after school to clarify an issue may prevent hours of unnecessary duress. Help will be available upon request.

VII. Message to Parents

Feel free to contact me about any concerns that you might have regarding your son/daughter. It is my goal, that with our combined support, your son/daughter will reach his/her full potential and leave this class prepared for future academic success.

My current email address nickelk@mtcps.org

VIII. Tips for success:

- A. Avoid unnecessary absences. Try especially hard to be in class on test days and lab days.
- B. Take good notes.
- C. Turn in assignments on time. Including makeup work.
- D. **Study your notes just 15 minutes a night.** This will help you remember things much better than if you solely cram the night before a test. In addition, you will be able to see what topics you might have questions about.
- E. Ask questions in class and/or seek help after school immediately. Do not wait if you are stuck on a topic.

Remember, my job as your teacher is to guide you through this course of study. **I want you to succeed** and will endeavor to create the best environment for learning. Your job as a student is to try your very hardest.

Good luck in the upcoming year!

Mrs. Nickel

Remember, you need a 3-ring binder with dividers. If there is any problem obtaining these come and talk to me or have your parents contact me.