

FORMAL REPORT RULES – For EACH Paper

At the end of your first lab, each person will be asked to “commit to” and sign an acknowledgement form regarding the TWO chosen papers you will be completing, including determining and recording the due dates for each. After that, it is YOUR responsibility to watch the deadline; NO late papers will be accepted. You are STRONGLY urged to read the abstracts and assignments for these papers IN ADVANCE OF CLASS to make the best decision.

For each option, each person will Word-process his/her own report and turn in hard-copy documents by the end of lab on the specified due date; email attachments WILL NOT be accepted.

All assignments have been standardized to be as equal as possible in terms of paper length/difficulty. All assignments assume that you have passed WOU’s Genetics course – which covers advanced methods such as PCR, RFLP analysis, nucleic acid hybridization, and microarray techniques. To standardize grading and assignment expectations, the following common rules MUST be followed; failure to do so means you will automatically be docked 5 pts. for each violation.

- Each assignment includes 3 specific sections (each worth 15 pts). Each section MUST BE between at least 3-4 pages long (no shorter, no longer). Therefore, each of your reports will be 9-12 pages in length (double-spaced) and each section needs to be clearly labeled.
- All typeface needs to be word-processed in a 12 pt. font, with double-spacing.
- Do NOT include long, direct quotations from sources as a way to pad your report; all descriptions need to be in your own words to communicate your understanding and skill.
- Many assignments do require that you go beyond the paper and text and cite sources. I do not care about your citation style – just that it is stated clearly in the report.

Commitment/Acknowledgement Form – Due Lab One (Thursday of Week 1)

Name _____

The TWO papers I intend to complete this term are:

General Topic	Due Date (Figure Out the ACTUAL Date!)

I further acknowledge that all reports:

- must be 9-12 pages in length – with 3 sections (each 2-3 pages)
- must be word-processed and turned in hard-copy in a 12 pt. font with double-spacing
- require careful reading and extensive research, and cannot easily be done the “night before”
- cover advanced methods, most covered/assumed background from Genetics
- must be turned in ON TIME; no late assignments accepted

_____ Signature and Date