生物學實驗課程規定事項

1. 上課必備物品：實驗手冊或課本、實驗衣、實驗報告記錄紙和 HB 鉛筆。
2. 準時到達實驗教室，按照排定的組別對號入座，不可任意更動。
3. 學期成績計算：考試 30 %，報告 60 %，學習態度(10+5) %。
4. 請假必須有假單給助教登記，否則以曠課論。
5. 曠課 1 次扣學期成績 2 分，缺課時數(曠課加請假)已達 5 次以上(含 5 次)，學期成績不及格。
6. 學習態度評分的注意事項：每次違規會登記扣分，累計扣分可達 10 分。

   (1)遲到(超過 10 分鐘)或早退、曠課。

   (2) 沒有遵守實驗教室的安全衛生規定。例如不可以飲食、穿短褲等。

   (3) 上課中，手機只能使用在課程內容，違規又屢勸不聽者，會加重扣分。

   (4) 顯微鏡等儀器或材料要按照規定操作和歸位。

   (5) 值日生的工作表現。
7. 實驗報告以當天繳交為原則，助教有特別說明當天不用交報告，則改成隔週上課時繳交至講台。實驗報告延遲 1 星期內補交要扣 10 分，延遲 2 星期內扣 20 分，以此類推。
8. 各項課程的公告事項可參考國立臺灣海洋大學的 TronClass 系統。

Regulations for Biology Laboratory Course, First Semester of the 115th Academic Year

1. **Required Items for Class**: Laboratory manual or textbook, lab coat, laboratory report recording paper, and an HB pencil.
2. **Punctuality and Seating**: Arrive on time to the laboratory. Sit according to your assigned group; changes are not allowed.
3. **Grade Calculation**: Exams 30%, Reports 60%, Attitude (10+5)%.
4. **Leave Policy**: Absences must be registered with a leave form given to the teaching assistant; otherwise, they will be considered as unexcused absences.
5. **Consequences of Absenteeism**: One unexcused absence will result in a 2-point deduction from the semester grade. If the total number of absences (unexcused plus excused) reaches 5 or more, the semester grade will be considered failing.
6. **Attitude Grading Considerations**: Points will be deducted for violations, with a maximum of 10 points.

   (1) Tardiness (more than 10 minutes) or leaving early、unexcused absence.

   (2) Not following laboratory safety and hygiene rules, such as eating or wearing shorts.

   (3) Mobile phones should only be used for course-related purposes. Repeated violations will result in more severe point deductions.

   (4) Proper use and return of equipment, such as microscopes, according to regulations.

   (5) Performance of assigned duties by designated students.

7. **Report Submission**: Reports should be submitted on the same day. If the teaching assistant specifies that reports are not needed on that day, they should be submitted to the podium during the next class session. Reports submitted up to one week late will incur a 10-point deduction, two weeks late will incur a 20-point deduction, and so on.
8. **Course Announcements**: Refer to the TronClass system of National Taiwan Ocean University for any course announcements.