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Appendix D

Laboratory Experience in AP and IB Biology Courses

The AP manual (Educational Testing Service, 1999) suggests "since one-fourth to one-third of the credit in comparable college courses is derived from laboratory work, AP courses should likewise emphasize laboratory work." There are 12 recommended laboratory exercises:

- Lab 1—Diffusion and Osmosis
- Lab 2—Enzyme Catalysis
- Lab 3—Mitosis and Meiosis
- Lab 4—Plant Pigments and Photosynthesis
- Lab 5—Cell Respiration
- Lab 6—Molecular Biology
- Lab 7—Genetics of Organisms
- Lab 8—Population Genetics and Evolution
- Lab 9—Transpiration
- Lab 10—Physiology of the Circulatory System
- Lab 11—Animal Behavior
- Lab 12—Dissolved Oxygen and Aquatic Primary Production

The AP laboratories are not inquiry based and involve little instrumentation. The write-up varies from laboratory to laboratory and involves primarily filling in the data table and/or blanks along with providing some "short" extended responses. There is no external check on whether the laboratories are completed.

An example is AP Lab 6, Molecular Biology. Lab 6a demonstrates bacterial transformation using *E. coli* and the pAMP plasmid. Students are given a step-by-step procedure. The analysis consists of four questions: #1 is a cell count; #2 is a comparison; #3 leads students through a calculation of the transformation efficiency; and #4 is open ended and asks students to discuss factors influencing transformation efficiency. Lab 6b is called "Restriction Enzyme Cleavage of DNA and Electrophoresis." Students are told to conduct

APPENDIX I REPORTS AND PLANS FORMATS

I.1 General

This appendix provides sample formats for the following MPT related reports and plans:

- a. OPP Situation Report
- b. SLRP Report
- c. Arrival and Assembly Plan
- d. Daily Situation Report
- e. Repetition Letter of Instruction

I.2 OPP Situation Report Format

FROM: COMPRON (One/Two/Three)/OPP/

TO: CG (One/Two/Three) MEF/GJ/GA/

CMFF
CNO Washington, DC/NS/

CMC Washington, DC/POCLPO/

COMAFFORLANT/G-3/G-4/

COMAFFORPAC/G-3/G-4/

COMAFFORLOGSAS/Albany, GA/30/

Blount Island Command Jacksonville, FL/90/

Establishing Authority

MPS ships as appropriate

Ship's operating compartment

MEF (MCC) as appropriate (Div, Wing, FSSG)

COMNAVAC/RIGHT (One/Two)

ACU (Two/Three/Four)

BMU (Three/Two)

PHIBCT (Three/Two)

NAVCHAPORU Williamsburg, VA/NS/

BT

Exec/in req ID

Oper/in req ID

MSGID Gen Admin COMPRON One/OPP/

SLRP/OPP SIREP NR as of DD/2002/YK/

REF A DOC/NWP 3-02.3/MCWP 3-32/

AMPS/REF A contains OPP SIREP format

RMKS: 1. FOL OPP SIREP provided IAW FORMAT contained REF A, ANNH 11/

ALPHA: DTG of arrival aboard ship (if times for ships do not coincide, note exceptions).

Example: OPP ARRIVED BOBO 251420L NOV 91

3. PREPARATION FORMAT:

- 3.1 **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.
- 3.2 **Abstract** – Abstract should be one page synopsis, it should summarize the aims, conclusions and implications of the topic of your seminar, typed with double line spacing, Font Style Times New Roman and Font Size 14.
- 3.3 **Table of Contents** – The table of contents should list all material following it as well as any material, which precedes it. The page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 3**.
- 3.4 **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter i.e. developing the main theme of the topic (ii) Literature review of the topic selected (iii) and Summary or Conclusions
- The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.
- ❖ Each chapter should be given an appropriate title.
 - ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- 3.5 **Appendices** – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.
- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
 - Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
 - Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.
- 3.6 **List of References** –The listing of references should be typed 2 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. Should be numbered consecutively (in square [] brackets, throughout the text and should be collected together in the reference list at the end of your report. The references should be numbered in the order they are used in the text. The name

VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
Masters of Business Administration (Finance)

1. Title page

The title page of the report will include:

- a. The name of the organization
- b. The name of the internec, Student ID and session
- c. Submission date of the internship report
- d. Name of the University
- e. VU logo

2. Dedication (Optional)

If you want to dedicate your work to someone you may write the dedication note under this section of your internship report.

3. Acknowledgement

Write down the Acknowledgement for your internship report. In this section you should acknowledge the help and support of all the people who helped you in the compilation of your internship and internship report e.g. the library staff, instructor, family, or any other person.

4. Executive summary

An executive summary previews the main points of an in-depth report. The executive summary contains enough information for a reader to get familiarized with what is discussed in the whole report without having to read it in full. It can be called as micro image of the report. Every thing important that you have done, discovered and concluded should be mentioned but briefly and concisely.

5. Scanned copy of the internship certificate

6. Table of contents

List the important headings and sub headings in the report with page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

7. Brief introduction of the organization's business sector.

8. Overview of the organization

- a. Brief history
- b. Nature of the organization
- c. Business volume (Total number of stock, shares, bonds/ commodities, future contracts planned for a particular period etc).
- d. Product lines (A complete range of products/ services of the organization)
- e. Competitors

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