

**Instructor**

**Students with Documented Disabilities:** I would like to teach everyone; Students needing reasonable accommodations should contact me and the Access Office for Students with Disabilities at the beginning of the semester. (Access office; Farber Hall, 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu)).

**Assessment:**

Lab Practicals: Two lab practicals are given during the course covering what you have learned on animals and plants. Each counts 100 points to your final lab grade (see schedule below). Note: For many of you a lab practical is a new form of examination. Practicals test what you have learned across the labs by asking you questions requiring your prior observations, descriptions, and interpretation of materials explored in the lab. So use the time in lab wisely to expand upon the information and assignments given to you in the lab manual. Then go back and study prior to the in lab practical.

Miscellaneous Assignments: During the course, students will be required to complete the online pre- and post- quizzes available in the online laboratory manual adopted by the biology department for this course. These grades, as well as lab attendance, in-lab quiz grades, and various homework assignments are summed and a percentage grade is calculated on a 100% scale. These combined assignments will count as 1/3<sup>rd</sup> of your laboratory grade. I will post the three categories of grades on BlazeVIEW, but the individual miscellaneous assignments may be maintained separately from BlazeVIEW. However, these assignments can simply be totaled up and divided by the total possible points to find your overall percent for this category.

Final grades are based on a percentage of your cumulative points relative to the total points possible:

Practical 1 (Animals):	100 pts
Practical 2 (Plants):	100 pts
Misc. Assignments:	100 pts
<b>Total:</b>	<b>300 pts</b>

**Privacy Act:** The FERPA Privacy Act does not allow me to discuss grades over the phone, sent to non-VSU email addresses, or be given to friends or relatives.

**Ethics:** Refer to the Student Code of Ethics in the Valdosta State University Student Handbook.  
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**Access Office:** Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY) or visit the website or email [access@valdosta.edu](mailto:access@valdosta.edu).

**Title IX Statement:** Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Social Equity, [titleix@valdosta.edu](mailto:titleix@valdosta.edu), 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31698, 229-333-5463.

**SOI Statement:** At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage.

**Important Dates:**

**Sept 5 – Labor Day,**

**Oct 6 - Semester midpoint,**

**Oct 10 -**



*I care* – I teach because I want to contribute to your successful career. You must also promise to make the effort to rise to expectations worthy of your own future goals.

*Knowledge ownership* –