

## **Course Policies for Fun with Biology**

### **Attendance**

Students are expected to fully participate in the activities assigned. This includes signing on to the course website at least 4 times per week and completing the assignments by the specified deadline for those activities designated as asynchronous. Students are expected to attend all specified synchronous discussions. If for some reason, you cannot complete the asynchronous assignment by the established deadline, you must contact me as soon as possible and provide written documentation explaining why you are unable to complete the assignment by the deadline. All synchronous discussions must be attended unless you are otherwise excused. Reasons for not completing the assignment or for failing to attend a synchronous discussion will must be provided within 24 hours of the deadline date (asynchronous) or absence from the synchronous discussion. To present your reasons, please e-mail or contact the instructor. Reasons will be deemed acceptable or unacceptable on a case-by-case basis. Failure to contact the instructor with a reason for missing an assignment or not attending a synchronous discussion will result in a zero for that assignment/discussion. Failure to log on at least four times a week will result in a warning for the first and second offenses. Subsequent failures to log on at least four times a week will result in failure for the course and denial of course credit.

### **Lateness**

The instructor must excuse the late submission of an assignment or the late arrival to a synchronous discussion in order to avoid you, the student, from being penalized. An unexcused lateness for either the submission of an assignment or for attending a synchronous discussion will result in ONE warning! Subsequent, offenses will result in failure for the course and the denial of course credit.

### **Academic Dishonesty**

This is a serious offense!!! If you engage in academic dishonesty, you'll probably get away with it, in which case you are simply cheating yourself. If I catch you, however, I view the situation as theft from me as well as a waste of my time. Even worse, I see it as stealing from your classmates. As soon as I catch you, you will be confronted and given one chance to explain yourself, especially if I have proof. If you fail to provide a reasonable defense for yourself, you, along with proof of the offense, will be turned over to the academic judiciary and left to their judgment.

### **Class Behavior**

Students are expected to behave in an ethical, moral and appropriate manner free from the use of foul language. You should exercise etiquette and respect for your fellow classmates. You are entitled to expressing your opinion but must do so in an appropriate and respectful fashion. Failure to comply with the above behavioral rules will result in two warnings followed by failure and expulsion from the course.

### **The Use of Student Work By Other Students And/Or Yourself**

You are permitted to use the work produced by other students, yourself or other sources. However, you must clearly cite or in some way provide credit to the source. It is acceptable for you to use work that you have produced for another course. However, please ensure that it appropriately meets the criteria for satisfying the goals of the assignment and that you state that you produced the work, the course for which the work was produced and a brief description of the assignment for which the work was created.

If you produce work in conjunction with other students from this class or with students from other classes, be sure to provide a citation. It is fine to produce similar work when working with classmates but you should submit your own work as an individual. Failure to abide by the policy above will be deemed as

plagiarism or collusion and will be treated in accordance with the course academic dishonesty policy.

### **Recommendation for In-Service Credit**

If you successfully meet the criteria for successfully completing all assignments and adhere to all course policies, you will be granted in-service credit.

### **Miscellaneous**

Enjoy the course! Do not get stressed out by assignments or course requirements. The course is meant to be helpful, enriching and fun. If you experience any difficulties, please let me know and we will work things out. The main thing is keeping in contact with me and ensuring successful and timely completion of all assignments in accordance with the course policies as outlined above.