

Grade Scale:

<60	60	63	67	70	73	77	80	83	87	90	93-100
F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A

ATTENDANCE:

Attendance is part of your grade in the course. Perfect attendance will earn you a bonus 10pts (Attendance max. pts = 110). Understanding that illness and other situations may make perfect attendance difficult; you will be allowed to miss three classes (lectures and/or labs - equivalent of 1 week) without losing attendance points. Excused absences will not be counted against the student's attendance credit. Excused absences include class trips and student competitions.

Excused absences must be arranged ahead of time and be documented (activity, date, time, and list of participating students) by a faculty member who is requesting/requiring the absence. Seven (7) attendance points will be deducted from your attendance grade for each class missed beyond the third missed class. Students leaving lecture or lab before they are dismissed will lose attendance credit for the day (you will be counted as absent). If a student is going to miss a class, it is his/her responsibility to notify the appropriate faculty member in advance. **This must be done by utilizing the Online Absence Reporting System (OARS) at www.wiu.edu/oars.** It is the responsibility of the student to discuss the absence with the faculty member should the student desire to make up any academic work missed because of the absence.

Attendance on dates of tests: Students with an unscheduled absence at the time of an announced exam are not entitled to take the exam. If you have some conflict with the date and time of a scheduled exam, you must notify the instructor **before** the exam via OARS. The instructor will determine if you will be allowed to reschedule the exam.

Attendance on dates of quizzes: Students who are not present at the time of an announced quiz may arrange ahead of time to make-up the missed quiz. If you have some conflict with the date and time of a scheduled quiz, you must notify the instructor **before** the quiz via OARS.

WIU ABSENCE POLICY:

http://www.wiu.edu/student_services/student_development_office/handbook/gradesClassAttendance.php

WIU ASSIGNMENT AND CHEATING POLICY:

See <http://www.wiu.edu/policies/acintegrity.php>

Comparing and/or consulting on quiz or exam answers; use of unauthorized notes or aids (phones, etc..) during quizzes and tests as well as other acts of "cheating" in class or in the field may result in failing grades; in extreme cases even course failure.

I encourage you to obtain help if you do not understand a topic or how to do an assignment. I am available at most any time to assist you. Please see my office door for scheduling appointments. If this is not convenient, you may get someone else from the class to explain or demonstrate the task at hand. I do, however, strongly suggest that you do your own work. That is, you must physically work through the problem(s) so that you can demonstrate, when required, that you have the required competency(ies).

When working in a group with peers. It is imperative that each member contribute equal effort.

CLASS TOBACCO PRODUCT POLICY:

https://wiu.edu/student_services/student_development_office/handbook/noSmokingPolicy.php

In accordance with State law, there is no smoking in class or vehicles during field trips.

Chewing tobacco (and spitting chewing tobacco) in class is not permitted. Outdoor labs and field trip participation is considered as class – NO SMOKING or use of tobacco products is permitted.

CELL PHONE POLICY: Cell phone use in class is not permitted.

Cell phone/smart phone use is strictly prohibited on quizzes and exams. In order to participate in the WIU Emergency Alert System you should have your cell phones set to a silent mode.

http://www.wiu.edu/vpas/risk_management_and_emergency_preparedness/wiu_emergency_alert_system/index.php

Professional Cell Phone Conduct: PLEASE DO NOT answer phone calls or send text messages during class!

STUDENTS WITH DISABILITIES:

In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at [309-298-2512](tel:309-298-2512), disability@wiu.edu or in 143 Memorial Hall. **Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.**

ATTENTION EDUCATION MAJORS:

The changes within the state certification require all education majors to receive a grade of a "C" or better in this course in order to meet these requirements. With the university +/- grading system, receiving a "C-" or below will require you to retake this course or find a substitute course to meet School of Agriculture graduation requirements.

UNIVERSITY VALUES & TITLE IX:

University values, title IX, and other federal and state laws prohibit sex discrimination, including sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at 309-298-1977 or anonymously online at:

http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php. If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: <http://www.wiu.edu/vpas/policies/titleIX.php>.

NOTICES

Please be advised that **this syllabus is tentative**. We may or may not be able to address all of the content areas or stick with the anticipated number of field trips or exams. **Any deviations from the syllabus will be announced as soon as possible.**

Official University Policy Manual: <http://www.wiu.edu/policies/>

For information on all WIU policies for students contact the above website