

**PROFESSIONALISM
(ACADEMIC AND CLASSROOM BEHAVIOR POLICIES)**

CONDUCT: I expect students to adhere to the conventions of acceptable classroom behavior and to act as responsible adults. All students are expected to treat each other with respect and to maintain a professional demeanor and attitude that is open to learning and to opinions they might not share. Profane language is offensive to most people, and is both unprofessional and unacceptable. **Common courtesy is expected** – like waiting for another person to finish, raising your hand if you have a comment, and refraining from chatting with others while someone else is speaking, or asking inappropriate or involved questions which have nothing to do with the topic of discussion. I expect students to be mentally involved as well as physically present in the course. Sleeping should be done before, or after, but never during the class/lab period.

PREPARATION: It is the **responsibility** of each student to come prepared to learn, and to be prepared to discuss the assigned topic if called upon. Since detailed notes are an essential element to preparation of exams, it is recommended that each student be prepared to take them. Examinations will include material covered in class **and** from textbook readings.

REPORTS, PAPERS, AND OTHER GRADED MATERIALS: Any materials related to this course must be given to me personally **during that class period or dropped off in my mailbox or under my office door** with your name **clearly** on the paper. I will not be responsible for assignments handed to me outside the classroom or my office.

Students enrolled in my classes will be expected to demonstrate an understanding of subject matter requiring higher order processing skills. Examination may include essay, synthesis, analysis, and applications; as well as completion; illustrations or diagramming may also be required.

Please submit reports or assignments on time and in a neat and orderly fashion. Reports or assignments are best submitted stapled together. Please refrain from the use of report covers. Assignments that are **illegible or torn** from a spiral bound notebook will be penalized 10 points. Reports or assignments with multiple pages **must** be stapled together. Reports or assignments will be penalized 10 points for each day late (including weekends). Reports or Assignments without name will be penalized 5 points.

ATTENDANCE: Attendance is mandatory. I have an obligation to the taxpayers of Georgia who pay over 80% of your education cost through their tax dollars. Good work ethics are learned through regular attendance in class activities. I will abide by Felton's policy but have found that students' grades are affected by lack of attendance or participation. Attached is the Felton's Attendance Policy. I do have in-class assignments and class participation calculated into the final grade for the course. Therefore, if students miss **less than the maximum absences** then your final grade **WILL** be affected. There will be **no make-ups for in-class assignments or participation.**

Examples of Number of Absences:

MWF course 3 credit hours – 6 absences & on the 7th absence the student will receive an "F"

MW or WF course 3 credit hours – 4 absences & on 5th the student will receive an "F"

TR course 3 credit hours – 4 absences & on the 5th absence the student will receive an "F"

Half term course 3 credit hours – 5 absences & on the 6th absence the student will receive an "F"

Students do have the option to withdraw prior to the mid-term deadline for that session.

TARDINESS: Class begins at the time listed on the schedule. I expect students to be in class and ready to begin at that time. Tardiness is distracting to me and other students. If any student is tardy, it is **his/her responsibility** to tell me **after** class that he/she has indeed attended class. If I am not told at the end of the class period, I will count the student as absent. If you are late to class you must hit the door running and not stop until you are seated. I count being **tardy 3 times as 1 unexcused absence.**

ACADEMIC DISHONESTY: I will follow the due process for academic dishonesty cases as outlined in the college catalog.

COURSE MATERIALS: Your syllabus has been copied and distributed to you in class. Other course materials, such as the class schedule, projects, etc... will be posted on my web page. You will be advised in class when these materials are posted and updated. You will be responsible for these materials once the class has been notified, just as if they have been distributed in the classroom.

MAKE-UP POLICY: It is very important that no exams are missed. It is the student's responsibility to initiate make-up work. Major exams can only be made up after consultation with me immediately after the missed exam along with excused absence verification form. Although the same exam subject material will be covered, any make-up exam will either short or long essay format or combination. Make-up exams must be completed before the next scheduled exam is given.

Policy on extensions: Homework will be due at the start of lecture periods. Changing the due date of an assignment may occur at the discretion of the instructor. A student must make a request for an extension before the set due date. Assignments turned in after the start of the lecture period will be down-graded 10 points for each day that the assignment is late. After two days, no points will be given for the assignment, but an incomplete will be given if the assignment is not received before the end of the semester.

DRESS: Students should be appropriately and reasonably well dressed in the classroom or lab. **Cover-toed shoes must be worn to labs.** Safe and appropriate clothing, jewelry and footwear are a must around tools and equipment. Students should refrain from wearing hair color, jewelry, and/or clothing that distract others from the learning environment.

TOBACCO: The use of any tobacco products is prohibited in government buildings. While outdoors, please dispose of tobacco products properly. Those who do not dispose of tobacco products properly will be asked to clean area. Smoking is not allowed within 25 feet of any building entrance.

PHONES/IPODs/MP3 Players: Cellular phones and/or Personal Listening devices must be turned to the **off** position or not brought to class or labs. If a student's phone rings or loud vibration or is seen sending/receiving text messages or wears earbuds/headphones during class and/or disrupts the learning environment, there will be an **immediate pop-quiz** for the **entire** class and the score will be calculated into students' next lecture exam which will ultimately affect the final average for the course. In addition, all phones are to be out of sight during exams. Anyone caught with a visible cell phone will lose the chance at attempting the exam.

TRANSPORTATION: Many labs will be on the farm/greenhouse or at off-campus locations. It is the student's responsibility to provide transportation TO and FROM labs.

OTHER COMMENTS:

- Feel free to ask questions and bring up discussion pertaining to the topic in or out of the classroom. If you cannot come by during office hours, please make an **appointment** with me. If you need to leave a message, I have a message board on the front of my office door (EHT 139).
- If there is any student in this class who has special needs because of learning disabilities, please feel free to come and discuss this with me in my office.
- **Internship for BAS/AAS degree programs:** Any student registering for internship next semester must first complete an announced orientation session at the end of this semester.
- If you become sick or very uncomfortable during class, please feel free to leave the room. If you need assistance, please get my attention or a fellow classmate to assist you.

FELTON'S ATTENDANCE POLICY

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

I will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of "F" for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Final determination of what constitutes an excused absence rests with me. In implementing this Policy, I will not include in a student's unexcused absences those absences incurred due to authorized and approved College sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with me.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of "F" for the course.

At the beginning of each semester, I will explain clearly to their students specific attendance requirements (including possible penalties). Additionally, I will publish the attendance policy on their syllabi and web-sites.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.