Syllabus Addendum for Dr. Carrie R. Crabtree
Biology 1108 – Principles of Biology II

Instructor: Dr. Carrie Ross Crabtree
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Required Text:
Biology  Campbell et al. 2014 10th Edition (Earlier editions, like the 9th, will be fine to use, but it is up to the student to determine the correct content)

Attendance:
All students are expected to attend ALL class meetings and to BE ON TIME. Attendance will be taken at the beginning of each class meeting. Any problem that affects attendance should be discussed with the instructor. Students who enter class after the first 5 minutes will be noted as late on the attendance sheet. After 2 late entries are recorded, one point will be taken from the student’s next exam grade for every late entrance after that.

Absences:
Excused absences are those in which you have a written excuse from the health center, doctor, advisor, or academic office. Excuses must be brought to the instructor at the next class time. Excused absences are still absences and will count as absences. Sleeping during class constitutes an absence. Absence from class for whatever reason does not excuse students from full responsibility for class work or assignments missed.

Grading:
The total grade will be distributed in the following manner based on earned points:
  Hourly Exams: 4 @ 100pts each = 400pts
  Comprehensive Final Exam: 200pts
  Quizzes: 8 @ 10pts each = 80pts
  Homework/Study Assignments = 120pts

Total Points Possible: 800pts

A = 720-800 (90%-100%)
B = 640-719 (80%-89%)
C = 560-639 (70%-79%)
D = 480-559 (60%-69%)
F = Below 480 (less than 60%)

All assignments which are late will receive a penalty of one letter grade for each day late. All written assignments must be turned in typed and neat.

Exams:
Student enrolled in classes in the School of Science and Mathematics will be expected to demonstrate an understanding of subject matter requiring higher order processing skills. Examination questions may include essay, synthesis, analysis, and application, as well as completion, multiple choice, true false, and matching. Computational skills and drawing or diagramming may also be required.
There will be no early exams or make-up exams, unless approved by the instructor BEFORE the exam. Unexcused missed exams will earn a zero and will be part of your final averaged grade for the course.

Each student is expected to provide their own Scranton (882-E) forms for each regular exam and the final (total = 6). Scantrons will be handed into the instructor by the end of the first week of classes to ensure that all students will have Scantrons available on the day of each exam.

Five regular exams will be given to the students, but the lowest exam grade will be dropped prior to the final grade calculations. All students are required to take the final exam and cannot be dropped for any reason.

Exam grades are returned in the form of the Scantron and short-answer section. The exam questions are not returned to the student, but kept in the instructor’s office. After exam grades have been returned a time period of 1 week will be available for students to view the exam questions during the posted office hours. No scanning, pictures, or mechanical copies are allowed.

**Quizzes:**
Each quiz will consist of 10 questions. Quizzes will be administered through Desire to Learn (D2L) before each regular exam and before the final exam. Some topics may have more than one quiz associated with their content. *It is the responsibility of the student to complete each quiz by the due date.* Access to each quiz will be for 24 hours prior to the due date, but once started each quiz will be limited to a 10 minute time span. No make-up quizzes will be given.

**Cell Phone Policy:**
All cell phones are expected to be put away and turned off during class. Any student observed having their phone out during class will be asked to put it away. Repeat offenders will be asked to leave class and may be subject to loss of points. Any cell phone or electronic device observed by the instructor to be in use during an exam will be assumed to be in use for academic dishonesty. This will result in the student receiving a grade of ZERO for that exam and could result in other punishment as outlined in the college catalog.

**Academic Dishonesty:**
The College-wide policy regarding dishonesty is described in the current online Abraham Baldwin College Catalog and student handbook. For purposes of this course, a zero-tolerance policy regarding all forms of academic dishonesty will be strictly followed.

**Conferences:**
If at any time you have a problem with the material presented or with studying, please feel free to contact me for a meeting. I can be reached at class time or by email careerross@abac.edu.