You will need to visit our class website.

Dissection equipment is **NOT** required. Lab coats, gloves and goggles are NOT required.

**Academic Dishonesty**:

Under no circumstances will any student provide or obtain answers from another student during an exam, quiz or homework. Unless directly instructed by me that students may work as a group on a quiz, at no other time will students provide or obtain answers from each other. If cheating occurs, the students will receive a failing grade on the exam or quiz, and may be removed from the class and possibly the college.

**How to obtain your grades**:

SMC provides an **on-line** portal for grades and transcripts. From the SMC website, click on ***SMC On-Line, Student Self-Service System***. After signing into the system using your ID and Password, click ***on Student Records*** followed by ***Unofficial Transcripts***. The grades assigned on-line by the instructor will usually be in Student Records within 24 hours.

When class will be missed, or an assignment will not be ready on time, contact the instructor as soon as possible, preferably in advance. To receive full credit, assignments must be turned in on time and exams and quizzes must be taken on the date scheduled at their assigned time. I reserve the right to reschedule exams for students with documented proof of illness or with documented disabilities. Make-up exams will be given during finals week (Fall and/or Spring semesters) or at the end of the course for Summer and/or Winter sessions.

Assignments are due at the beginning of class. Homework may be turned in late for partial credit.

Extra credit is explained and found on the class website.

Your role is to come to the lecture **prepared**. Read the assigned material **before** the lecture and to be ready to participate in class. The content of this course will require you to re-read the material in order to learn it completely. You are encouraged to ask questions: before class; during breaks; after class (if time allows) and during office hours.

Unfortunately due to the high volume of e-mails, questions submitted via e-mail may not receive a reply for up to two weeks if at all.

It is always a good idea to visit your instructor during his or her office hours.

Never miss a class or leave class early. Stay awake and aware.

Study your notes immediately after each class session and review them frequently.

You are not ‘given’ a grade in this class. You will earn a total number of points and this will dictate your final, overall grade.

I may not provide a Letter of Recommendation to a student who has taken exam(s) that I have not personally observed.

**Students with disabilities:**

Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not yet been documented, please make an appointment at the DSPS office immediately for assistance. The DSPS office can be contact at (310) 434-4265 and (310) 434-4273 (TDD). Students with that have been officially processed through the DSPS can arrange with me on a case by case basis the scheduling of exams.

Students are expected to attend all class sessions. Lectures and other class work will not be recreated for individual students. You are responsible for notifying me, the instructor, in advance of any absence or scheduling conflict. You may be dropped from the class if you miss more than two consecutive classes without notifying me. Students who are out for 3 sessions due to illness need to provide a doctor’s note to be reinstated back into the class.

It is your responsibility as a student to withdraw from class if you do not intend to complete it. Students must NOT expect faculty to initiate withdrawal procedures for them. If you wish to drop this class, you may do so through the Corsair Connect. Students may process a drop for themselves through 75% of the class, which is through the 12th week in a regular semester. General information regarding drop dates, withdrawals, and other enrollment matters may be found at the Admissions section of the SMC website.

In this course, “on time” attendance means arriving before or at the listed time for the beginning of class according to the clock in the room. “Present” means staying in class for the entire period; if you leave early, it will be counted as an “absence”.

A grade of “incomplete” may be granted at the very end of the term, only when 90% of the course work has been completed with a grade of “C” or better, but an unforeseen event or illness prevents the student from completing the coursework.

**Academic Honesty:**

Honest and ethical students are protected in this class. It is your responsibility to familiarize yourself with The Code of Academic Conduct, which is printed in the General Catalog. Other guidance is also available online:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>

<http://www.smc.edu/StudentServices/HonorCouncil/Pages/Honor-Code.aspx>

<http://www.smc.edu/ACG/AcademicSenate/Documents/Student_Affairs/AR%204412.pdf>

Please be extremely careful that you do not engage in any behavior that could be construed as cheating. Violations could result in failing grades, reports to the Campus Disciplinarian, and subsequent academic disciplinary actions. Examples of behaviors that are not permitted include but are not limited to: Copying another student’s homework, inappropriate language or physicality in the classroom, and inappropriate behaviors during an exam (talking to another student, looking at or copying from another student’s paper, using a disallowed PDA or calculator, using disallowed notes, leaving the room without prior permission, removing exam materials from the classroom, allowing other students access to your answers).

See the “Safety Rules” for this class. No food or drink or gum is ever allowed in this lecture/lab classroom.

Electronic device and cell phones are not allowed in this class. You are not allowed to use cell phones or any electronic devices during class, which includes group work time or during breaks. Students using any sort of electronic device (especially smart phones) will have exam points deduced every time they use a device. 100 exam points will be deducted each time it happens.

Please conduct yourself as you would in a business environment: on-time attendance, respect for others, respectful language and personal integrity.

No matter who you are, what you do, or where you come from outside our class, you have entered an environment (our classroom) that is fair, where everyone begins and works on the same level playing field. I will show no favoritism for any reason. If you ever feel that I have treated you unfairly or have disrespected you in any way, please let me know so we can quickly fix the problem.

Please let me know, promptly and courteously, if I have made a mistake regarding anything with this class: grading, lecture material, syllabus. I appreciate the feedback, because I want to correct errors as soon as possible.

If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let me know within the first week of class.