BIOL 1020 Biodiversity Lab
Syllabus
Fall Semester 2003

Instructor: Dr. Carter, BC 1005
rcarter@valdosta.edu

Office Location: BC 1005
If I am not in my office, then please look for me in the herbarium BC 1040

Office Hours:
Monday 10:00-11:00 am
Tuesday 10:00-11:00 am
Tuesday 4:00-5:00 pm
Thursday 1:00-2:00 pm
Other times by appointment

Attendance: Regular attendance and punctuality are expected. The student is responsible for all material missed regardless of the reason for absence. Attendance will be taken at the beginning of the period. Students who arrive late (i.e., after the roll is called) are counted absent unless they inform their instructor immediately after class of their tardiness.

Weekly Assignments: Normally, a weekly assignment will be made. These are due at the time announced by the instructor when they are made.

Weekly Quizzes: Normally, a quiz covering the previous week’s lab will be given at the beginning of each lab period. Make-up quizzes will not be given, and tardy students will not be given extra time to take these quizzes.

Make-up Policy: Please refer to the Lab Make-up Policy on the General Syllabus. Students requesting to make-up a lab must provide a written explanation of the absence from lab and a request to make-up the lab within 24 hours of being absent. In certain circumstances it will not be possible to make-up labs. The decision to allow a lab make-up is the instructor’s.

Absences: In order to have an absence excused, the student must provide a written explanation with proper documentation immediately upon return to class. The decision to excuse an absence is the instructor’s. Students absent from more than 20% of the regularly scheduled lecture periods are subject to failure in the course. Refer to Absence Regulations on pp. 79-80 in the Undergraduate Catalog 2003-2004.

Grading:
Quizzes 40%, Assignments 40%. Attendance, Participation, Attitude 20%.
A 10-point scale is used to determine the final course grade (i.e., 90-100=A; 80-89=B; 70-79=C; 60-69=D; <60=F).