

EEB 2214 Biology of the Vertebrates Course Guidelines: Behavior in the Classroom

Use of electronics in the classroom? NO. Your phone should be OFF (not set to vibrate) and put away, your music should be off, your earphones should be in your backpack, and your laptop should be used ONLY for taking notes. All other uses (surfing the web, taking or looking at photos, watching videos, email, IM, texting, whatever) are distracting, disruptive of the work we are doing in the classroom, and disrespectful of your classmates and the instructor. We will call you out publicly for the first offense; at the second offense you will be banned from using even a laptop in class; on the third offense we will ask you to leave. If you lack the self-restraint to stay on task in class, then take notes on paper. Recording lectures with any device is prohibited unless you ask for and receive permission from both the professors *in writing*.

Entering or Leaving the classroom during a lecture is distracting and disruptive; do not do it unless absolutely necessary. If you know you will be late, or will have to leave early, come and go by the BACK door of the lecture hall, and sit in the nearest available seat to the door, whether you know the person sitting in the next seat or not. We assume that, as adults, we are all capable of anticipating, and managing, the need to use the bathroom without leaving the classroom during a lecture. **Assume that if you must leave the lecture hall, you may not come back.** If you expect an emergency communication during class, speak to us about it before lecture begins.

Attendance is not taken; however, if you miss class you may miss in-class research reviews or quizzes (see syllabus for Grading Policies). You may also miss information we give, discussions that arise over questions asked, examples given on the spur of the moment. You are responsible, on tests, for what is said in class, as well as the materials in the reading. If you miss class, **you are responsible** for using the materials provided on the web page, and for getting any additional notes from lecture from a classmate: *We will not re-lecture to you, one-on-one, at a later appointment.* Do not ask us to meet with you outside of class to "tell you what you missed".

SICK? First, do your level best to let us know before you miss a class exercise/test. Second, if you are sick, believe us: we don't want to see you in class! Please be responsible, and don't spread germs by coming to class with a fever, or hacking and coughing. For illnesses on exam days during the semester, we will pro-rate your grade on the basis of the exams (including the final) you didn't miss. If you are sick or absent for any reason for the final **YOU MUST INFORM THE DEAN OF STUDENTS OFFICE** in order to be allowed to take a make-up exam. **The final exam is the only point-bearing exercise for which a make-up is possible.** For research reviews and quizzes, your lowest grade in each half of the semester is dropped. (If you unexpectedly face an extended absence during the semester that was unanticipated and beyond your control, talk to us about alternative accommodations for these assessments.)

These policies have been developed over years of teaching this and other courses, and are designed to ensure fair treatment of everyone by maximizing everyone's opportunity to learn, eliminating discrepancies in testing and evaluation, and by eliminating differences in the amount of study time available to students. We are very willing to discuss the reasoning behind these policies, but you will not succeed in trying to talk us into making an exception to them for you.

EEB 2214 Biology of the Vertebrates

Course Guidelines Acknowledgment Form

NAME _____ STUDENT # _____

I hereby acknowledge that I have read and understood the Course Guidelines Handout and the EEB 2214 syllabus (including grading policies). A copy of these materials was distributed in class and is available through the course website at:

http://hydrodictyon.eeb.uconn.edu/eebedia/index.php/Biology_of_the_Vertebrates

up to, and including, the subsection on Academic Rules/Conduct. I agree to adhere to the Course Guidelines on behavior in the classroom. I acknowledge that I am aware of the policies by which grades are calculated in this course, and understand the procedures required before I can be excused from any part of the course requirements. I understand that the lecture schedule and syllabus may change as the semester proceeds (due to, e.g., snow days) and acknowledge that I am responsible for checking the web page at regular intervals (after every class is recommended) to keep informed of such changes.

(signature)

_____ Signature Date