

ONLINE ORIENTATION Bio 2206- Environmental Biology

Introduction

Hello: my name is Dr. Anne Keddy-Hector, and I will be teaching this distance learning class. Please feel free to call me Anne, or Dr. Keddy-Hector- whichever you prefer.

The purpose of this orientation document is to replace an in-class orientation where I go over the syllabus in detail. So is essential that you now read the syllabus on your own and then fill out this form for 2 reasons:

- 1) so I can get all the necessary background information I need from you (contact information, testing centers etc)
- 2) to make sure you have read the syllabus and understand the materials. It is essential understand the basics of the course before you start- the withdrawal policies, exam dates etc- otherwise we may have mass confusion- or mass hysteria when you have missed a deadline or did not understand a policy!

It is critical that you understand- once I have “given out” my syllabus- you and I are both bound by the policies in the document. For example- I cannot change a grading policy because I don't like it any more- and you cannot miss an exam deadline and expect to get an extension. The policy protects both of us- and makes us both responsible as well. If there were any misunderstandings between us- the first thing my supervisor will do is go to the course syllabus and read the written policies.

Please note this orientation will guide you through the most important aspects of the syllabus, but not all of it- so it is important to print out the entire syllabus and keep it with all your other course materials. You will also want to go to the testing center site (if you have never taken a test in the testing center) and read about their services etc. For example- you must have a student ID card before you can take a test in the testing center. Failure to get the ID in a timely fashion will not grant you an extension on the test deadlines. Again- I want you to be prepared so no surprises come along!

Once you have completed the form (starting on page 2) you need to submit the form back to me by the deadline date. I will send an acknowledgement email when I have received your information. If you do not submit a complete form by the end of the first week I will withdraw you from this class, unless you and I have made previous arrangements.

**ONLINE ORIENTATION FOR BIOLOGY 2206 #21569 (001)
BACKGROUND INFORMATION**

Your name as you are registered for this class _____

Your student ID number (not your social security #) _____

Your mailing address _____

Your email address and phone number _____

Your and phone number(s) for contact _____

Which ONE testing center will you use to take your exams? (this should be the testing center where you intend to take all or most of your exams. If you need to use another testing center you need to contact me 1 week before the exam so I can make sure I have enough copies on file at each testing center.

CYP EVC NRG PIN RGC RVS

SAC FBG RRH SMC

If you are taking your exams at OSD, which campus should I send them to? _____

Who is the contact person at the OSD office? _____

Please note- I can only send exams to OSD if I have first received your letter of accommodation.

SYLLABUS INFORMATION (to make sure you know the important stuff!)

What is the instructor's name? _____

What are the instructor's email addresses? _____

What are my office hours and what campus are they on? _____

On what page of the syllabus can you find information about the following?

____ testing center information ____ required materials ____ exam deadlines

The course is divided into how many units? _____

What is the first exam deadline date? _____

Are there any make up policies? _____

What do you do if you miss an exam (what is the course policy) _____

Can anyone take the comprehensive final? ____ For what reason?

During the first week of class you need to update your email address by logging onto _____ and then use the _____ link in the lower right corner of the ACC main web page . Once you have clicked on Current Students box, you will type in your correct email address by using the link you found under the heading OF _____.

You should check black board at least _____ times per week.

What is the deadline date for a student withdrawal? _____

What happens if you miss that deadline date?

You can get your exam grades by going to _____

To qualify for an incomplete you must have completed _____ % of the class and have a minimum grade of _____.

____ I have read the entire syllabus and I think I understand the course policies and procedures

____ I know that it is my responsibility to keep up with deadline dates in this course. I will not be granted an extension if the failure to complete an assignment (test) on time is due to events under my control

____ I know it is my responsibility to contact my instructor if I am having problems with the course, Blackboard, etc.

____ I know the times and hours of operation of my testing center and I have read the testing center student guidelines

____ I agree to notify my instructor of any changes to my email, phone number, or mailing address.

Is there anything I should know about your background, work situation etc, that I should know if order to help you this semester?