

**GEL 120 – PHYSICAL GEOLOGY LECTURE AND LABORATORY
FALL SEMESTER 2011**

**NATURAL SCIENCES/HEALTH & PE DEPARTMENT
MATHEMATICS AND SCIENCES DIVISION
WAKE TECHNICAL COMMUNITY COLLEGE**

SECTION 0005: Online

Instructor: Ms. Gretchen Miller
Office: TE 240 B (Main Campus) **Telephone:** 866-5598 **Email:** glmiller@waketech.edu
Office Hours: Tuesday & Thursday 9:30-11:00, and by appointment
Online (via email) Office Hours: Wednesday 2:00-4:00

Required Texts: Exploring Geology, Second Edition. Reynolds, Johnson, Kelly, Morin, and Carter. McGraw Hill Publishers, Dubuque, Iowa, 52001.

AND

Geology 120 - Physical Geology Laboratory Manual, Eighth Edition, Wake Technical Community College.

Prerequisites: Students who have not met the prerequisites may not remain registered for this course. Prerequisites: ENG 090, MAT 070, RED 090, Corequisites: NONE

Semester Hours Credit: 4.0 credits upon successful completion of GEL 120. Separate credits are not given for lecture and laboratory components.

Important dates from the academic calendar

August 23 – last day for registration and adding course

August 26 – Census Date, last day to drop course (partial refund)

October 28 – last day to withdraw without penalty (grade of “W”, no refund)

Course Description

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, volcanism, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust.

Course Goals

The goals of GEL 120 are to provide students with:

1. an understanding and appreciation of physical geology.
2. the knowledge necessary to describe the processes that have shaped the earth's landforms including mountains, canyons, glacial regions, rivers, and beaches.
3. a knowledge base so that hazardous geologic processes, such as earthquakes and volcanic eruptions, will be viewed with greater understanding.
4. an increased awareness of our planet and the dependence of man on finite geologic resources.
5. the knowledge necessary to appreciate that the history of the earth, both its physical history and biological history, is recorded in the minerals, rocks, and landforms that compose the earth.
6. a forum for discussion of current topics in geology.

Course Objectives

After successful completion of the course, students will be able to:

1. Discuss the basic principles of scientific inquiry and apply them to current research and to past discoveries of theories.
2. Differentiate between the three types of plate boundaries. Relate tectonic features to the plate boundaries and processes that formed them.
3. Differentiate minerals and rocks using common physical properties.
4. Relate the chemical and physical properties of minerals.
5. Analyze igneous, metamorphic, and sedimentary rocks to determine how they formed.

6. Compare how different types of magma form and explain their relationship to the formation of intrusive and volcanic igneous features.
7. Compare weathering among different rock types and different environments.
8. Identify strata, faults, and folds in geologic sections and summarize the forces and tectonic settings that lead to their formation.
9. Analyze the geologic history of a cross-section using relative dating principles. Calculate the isotopic age of a rock unit.
10. Explain what causes earthquakes and earthquake destruction, and apply the correct procedures to locate the source and calculate the magnitude of an earthquake.
11. Differentiate the internal structure and composition of the Earth.
12. Compare depositional and erosional environments, features, and processes associated with streams and shorelines.
13. Identify the various parts of the hydrologic cycle. Explain groundwater processes.
14. Evaluate the risks associated with geologic hazards.

Grade Evaluation

GEL 120 consists of two components: lecture and laboratory. The lecture accounts for **75%** of the final grade with the laboratory accounting for the remaining **25%**. Grading is done on a 10-point scale and will be broken down as follows:

Lecture Grade

3 highest Semester Tests (out of 4) @ 12% each	=36%
Cumulative Lecture Final Exam	=20%
Discussion Board Forum	=7%
Chapter Quizzes	=9%
'The Math You Need, When You Need It' Quizzes	=3%

Laboratory Grade

Mineral & Rock Test	=5%
Laboratory Final Exam	=5%
Weekly Laboratory Exercises	=15%

The online Grade Center in Blackboard will be used to track your grades throughout the semester, however, the grades may not be weighted properly until the end of the semester. Therefore, if you want to know your grade during the semester, be sure to use the correct percentages to calculate your average and don't rely on what the Grade Center calculates for you.

I always review quizzes and tests after the due date to double check the grades that Blackboard has assigned. It is common for Blackboard to mark answers incorrect if you have spelled a word differently than how the initial answer was typed into Blackboard. Therefore, if I find that you have a correct answer to something that Blackboard has marked incorrect, I will add the appropriate points back to your grade.

Attendance

In order to remain registered for this course, you must introduce yourself on the Discussion Board AND complete the Syllabus Question Quiz by the Census Date of Friday, August 26, 2011, AND attend an on-campus orientation to pick up your laboratory supplies on one of the dates listed under 'Required Campus Visits' below.

Because this is an online class and there are no regularly scheduled meeting times, attendance will be recorded through your participation in the class. This includes completing chapter quizzes, laboratory assignments, and lecture and laboratory tests as well as participating in the Discussion Board. **You may be dropped from the class during the semester if you do not participate in the class for two weeks.** Because attendance is required for both lecture and laboratory, you will be counted absent if you do not complete BOTH the lecture and laboratory assignment(s) due in a given week.

See Departmental Policy Pages for more information regarding the Attendance/Withdraw Policy.

Required Campus Visits

All students enrolled in this class must attend an orientation on campus to pick up laboratory supplies. **Orientation times will be Thursday, September 1, 2011, any time between 5:30-7:30 pm in LE 210 or Friday, September 2, 2011, any time between 1:00-3:00 pm in LE 210. Attending one of these two orientations is required! If you do not come to campus and pick up your supplies during one of these times, YOU WILL BE DROPPED FROM THE COURSE!** You may come anytime during one of the above times, and should allow approximately 15 to 20 minutes to pick up your supplies. Please note that the first 30-45 minutes of each session are usually the busiest. You will also be required to complete an orientation online for an explanation of how the class will work.

Students will be required to come to campus one additional time to turn in the laboratory final exam and return their laboratory supplies. **The times for returning supplies at the end of the semester will be Thursday, December 8, 2011, 5:30-7:30 pm in LE 210 or Friday, December 9, 2011, 1:00-3:00 pm in LE 210. Turning in your supplies during one of these times is required!**

PLEASE NOTE: If you withdraw from this course or if your instructor withdraws you for violation of the attendance policy, an immediate hold will be placed on your student account. This hold will prevent you from registering for courses in future semesters and will prevent you from receiving grade reports or transcripts. The hold will be removed when the lab kit is returned to one of the designated return locations or when a loss fee of \$100.00 is paid. If the kit is returned damaged or with parts missing, a fee will be assessed and the hold will be removed when the fee is paid.

Due Dates

All chapter quizzes, laboratory assignments, and lecture and laboratory tests are usually due by 6:00 pm on Wednesday of the week they are assigned (exceptions are noted on the schedules). Each task and its associated completion week are listed on the attached lecture and laboratory schedules. For example, the chapter quiz for Chapter 2 is due by 6:00 pm on Wednesday, August 31. I encourage you to complete assignments early, and not to wait until 5:30 pm the day they are due. Unforeseen problems may interfere with your ability to complete an assignment if you wait until the last minute, and you will not be allowed additional time!

If you do not purchase your textbook or lab manual before the first assignments are due, you are still responsible for the assignments. Not having your books is NOT an excuse for not completing your work and you will NOT be given additional time to complete assignments for this reason.

I am VERY STRICT about deadlines, but I understand that occasionally students have submission problems with Blackboard or their computer that is beyond their control. If you have a problem submitting an assignment, it is imperative that you attempt to contact me BEFORE the deadline, either by email or voicemail. As long as I see that you attempted to contact me with your problem before the due date and time, I MAY be able to reset the assignment for you and allow you more time to resubmit your assignment. However, if you have problems on more than one occasion, you will then be required to come to campus to take tests. If you contact me AFTER the due date and time, you will not be allowed to resubmit the assignment.

After you submit an assignment, it is YOUR RESPONSIBILITY to check the Grade Center to make sure it was submitted properly. You should see a number grade or exclamation point (!) if the assignment was properly submitted and is ready to be graded. If the grade shows "Attempt in Progress," then I probably cannot see your answers and one of two things has occurred: 1 – you hit the 'Save' button instead of the 'Submit' button (if it is only saved I cannot see your answers), and you need to reopen the assignment and 'Submit' it; or 2 – there was a problem with the submission and you are locked out, in which case you need to contact me IMMEDIATELY (see

paragraph above) to get the problem resolved and possibly get the assignment reset. If you contact me after the due date and time, I will not reset the assignment or give you additional time.

Chapter Quizzes

Questions will be assigned for each chapter. I encourage students to print out each chapter's questions and answer them while reading the chapter. Once you have completed the questions, take that chapter's quiz. You will only be graded on the quiz, however, most of the quiz questions will come directly from the questions document, and you may use your questions and textbook to complete the quiz (chapter quizzes are the equivalent of 'homework' in seated classes so they are 'open-book'). Chapter quizzes will often be available before the week shown on the lecture schedule and may be completed any time after they are available, even if it is early.

You may take chapter quizzes up to two times before the due date, so if you get something wrong the first time, you may find the correct answer and retake the quiz. However, keep in mind that each new submission of a quiz completely removes an earlier attempt, and the last attempt that you submit before the due date is the one that will count for a grade. That means that if you retake a chapter quiz, you must re-enter ALL of your answers, even the ones you had correct the first time you took the quiz.

No chapter quizzes will be accepted after the due date and time. I drop the lowest chapter quiz grade, so if you do not complete one assignment then a grade of "zero" will be dropped.

Lecture Tests

Lecture tests will contain multiple-choice, matching, short answer, and essay questions. Lecture test dates are listed on the attached lecture schedule, and you will be given a one week window to take each test. Unlike the chapter quizzes, you will usually not be able to complete the tests earlier than the scheduled week for that test. **The tests will be timed, and points will be deducted from your grade if you go over the allotted time. You will only be allowed one attempt for the lecture tests, so be sure you are ready to take it when you start.** You are bound by the college's Academic Honesty Agreement, and you are not allowed to use your notes, textbook, other students, etc. while taking a test. If cheating is suspected, you will be required to take your tests on campus. If you have a technical problem while taking a test, be sure to notify me immediately so that I can fix the problem, if possible (see 'Due Dates' above).

No tests will be accepted after the due date and time. I drop the lowest lecture test grade at the end of the semester. Therefore, if you miss a lecture test then a grade of "zero" will be dropped. There will be no make-up lecture tests unless there are extremely extenuating circumstances for missing the test or arrangements have been made prior to the test. All make-up tests will be fill-in-the blank/essay, and you will be required to take make-up tests on campus.

There will be a cumulative lecture final exam at the end of the summer term. This lecture final exam is in addition to the regular lecture tests and is not subject to the test score dropping policy. The lecture final exam will be taken online, and more information will be presented closer to the exam date.

Laboratory Exercises and Tests

Weekly laboratory exercises and tests will be completed according to the attached laboratory schedule. **You are required to purchase a Laboratory Manual from the campus bookstore.** As with your other assignments, **no laboratory assignments or tests will be accepted after the due date and time.** Specific instructions for completing the laboratory assignments will be provided with each exercise.

You will be allowed two attempts for the laboratory exercise quizzes, however, as stated with the chapter quizzes, each successive attempt wipes out earlier attempts. You will only be allowed one attempt for the laboratory Mineral & Rock Test, but it will not be timed. The Lab Final Exam will be a Word Document that you print out, complete, and turn in with your laboratory supplies at the end of the semester.

Discussion Board

In order to facilitate discussion among students, all students will be required to participate in a weekly Discussion Board Forum regarding the assignments and reading due that week. Your participation will constitute part of your grade and attendance requirement. You will be graded each week on the amount and relevance of your participation in this assignment, and as with other assignments **I will not accept posts after the due date and time.**

'The Math You Need, When You Need It' Quizzes

'The Math You Need, When You Need It (TMYN)' provides web modules to help students succeed with mathematics in introductory geoscience classes. We will be utilizing some of these modules to prepare for lecture and laboratory topics in this course. Some of the quizzes will be graded, and specific instructions will be handed out before each of these assignments is due. As with other assignments, **no TMYN quizzes will be accepted after the due date and time.**

Working with Other Students

Most students taking online classes work by themselves. However, sometimes it is helpful to have a study partner, especially if geology is a new subject to you. I encourage students to study and work together on certain types of assignments. It is permissible to work with other students when completing Chapter Quizzes and Laboratory Exercises, as long as your final answers are in your own words. It is NOT permissible at any time to work with other students on lecture or laboratory tests and exams. If you are ever unsure if it is permissible to work with another student on a certain assignment, contact me for clarification. Students that work together on assignments that do not allow collaboration will receive a grade of zero for those assignments.

Study Time

Make sure you schedule time to complete assignments and study the course material. Remember that if you were taking this course in the classroom, you would be in lecture for 3 hours per week and in lab for 2 hours per week. And the rule of thumb for college courses is that you should be studying outside the classroom **AT LEAST 2 hours for every lecture hour each week. So plan to spend AT LEAST 11 HOURS PER WEEK on this course.** The more time you spend on this course, the more likely you will be successful.

Communication

Every student has an official Wake Tech-provided email account which is to be used for all email correspondence with instructors and college officials. Some information from Wake Tech will **ONLY** be emailed to this address. Students in all curriculum classes must activate and use their my.waketech.edu account.

Even though this is an online class and you work alone most of the time, that does not mean you really are alone. I want you to learn, and I'm here to help! I am always happy to help when a student needs it, but I won't know you need help unless you ask. I can clarify directions and policies, and I can also help you understand difficult concepts by explaining things in different ways, or suggesting other resources. You may also try to set up study times with other students via the 'General Questions and Answers' forum on the Discussion Board.

If you send me an email, keep in mind that I am not always sitting right at my computer. I will reply to you as soon as possible after I read your email. During the week, allow up to 48 hours for a response. I do not generally check my email on weekends or holidays, so expect a longer delay then. Do not resend the same message over and over, I will get your email and reply to it as soon as possible. Be sure to sign your name so I know who you are. It is also a good idea to use the subject line to give me an idea of the nature of your email, especially if it is particularly urgent. Please use complete sentences and reasonably correct grammar so that I can best understand your question/concern. If you think your email messages are not getting to me, call my office. If I am not there, leave me a voicemail and I will return your call as soon as possible.

The most important forum for communication in this class will be email, however, there are other ways to reach me. My office location, phone number, and office hours are listed on the first page of this syllabus. I am in my office at times other than my posted office hours, so feel free to contact me there at other times if the need arises. I will also maintain a 'General Questions and Answers' area on the Discussion Board for questions that you feel the entire class may benefit from. If you have tried to contact me by the methods above and I have not responded, and you suspect that there may be a communication problem (email not working, etc.), you may contact my supervisor as listed under 'Student Concerns' on the last page of this document.

****All assignments/quizzes/tests are due by 6:00 pm on the last day of the week they are assigned!**

<u>WEEK OF</u>	<u>TOPIC</u>	<u>CHAPTER</u>
August 17-26	Discussion Board Introduction Syllabus Question Quiz The Nature of Geology (Note: Due date is FRIDAY for these first week lecture assignments, for the rest of the semester due dates are on WEDNESDAYS unless noted)	1
August 27-31	Investigating Geologic Questions Plate Tectonics	2 3
September 1-7	Earth Materials	4
September 8-14	Igneous Environments	5
September 15-21	Test 1 Volcanoes and Volcanic Hazards	1-5 6
September 22-28	Sedimentary Environments	7
Sep. 29-Oct. 5	Deformation and Metamorphism (October 6-11, Fall Break)	8
October 6-19	Geologic Time	9
October 20-26	Test 2 The Seafloor and Continental Margins	6-9 10
Oct. 27-Nov. 2	Mountains, Basins, and Continents Earthquakes and Earth's Interior (October 28, Last date to withdraw without penalty)	11 12
November 3-9	Shorelines, Glaciers, and Changing Sea Levels Weathering, Soil, and Unstable Slopes	14 15
November 10-16	Test 3 Rivers and Streams	10-12, 14, 15 16
November 17-23	Water Resources	17
November 24-30	Energy and Mineral Resources Geology of the Solar System	18 19
December 1-7	Test 4	16-19
December 8-14	Cumulative Lecture Final Exam (Due date will be announced when the Final Exam schedule for the College is published)	

****The above schedule is subject to change at the discretion of the instructor!**

****All lab assignments and tests are due by 6:00 pm on the last day of the week they are assigned!**

<u>WEEK OF</u>	<u>TOPIC</u>
August 17-26	TMYN Pre-test
August 27-31	TMYN Rates & TMYN Unit Conversions (through "Rate Problems" on Practice Problems page) Lab 2: Plate Tectonics

**Orientation to Pick Up Supplies: Thursday, September 1, 5:30-7:30 pm in LE 210 or
Friday, September 2, 1:00-3:00 pm in LE 210**

September 1-7	TMYN Unit Conversions ("Density Conversions" on Practice Problems page) & TMYN Calculating Density Minerals and Igneous Rocks – Part 1
September 8-14	Minerals and Igneous Rocks – Part 2
September 15-21	Minerals and Sedimentary Rocks – Part 1
September 22-28	Minerals and Sedimentary Rocks – Part 2
Sep. 29-Oct. 5	Minerals and Metamorphic Rocks – Part 1
(October 6-11, Fall Break)	
October 6-19	Minerals and Metamorphic Rocks – Part 2
October 20-26	Mineral & Rock Test C or D
Oct. 27-Nov. 2	TMYN Graphing: Reading a Point From a Curve Lab 11: Geologic Time
November 3-9	Lab 14: Online Earthquake Exercise
November 10-16	TMYN Unit Conversions ("Scaling Problems" on Practice Problems page) & TMYN Slope and Topographic Maps Lab 12: Topographic Maps #1
November 17-23	TMYN Graphing: Plotting Points & Constructing a Best Fit Line Lab 15: Online Stream Exercise Lab 16: Flood Frequency Exercise
November 24-30	Lab 19: North Carolina Geology Exercise #2 TMYN Post-test
December 1-9	Lab Final Exam (Note: Lab Final Exams will NOT be accepted after 3:00 pm on Friday, December 9)

**Return Exam & Supplies: Thursday, December 8, 5:30-7:30 pm in LE 210
or Friday, December 9, 1:00-3:00 pm in LE 210**

****The above schedule is subject to change at the discretion of the instructor!**

Natural Sciences/Health & PE Department

Department Policies (revised 8/3/2011)

The Natural Sciences/Health & PE Department, within the Mathematics and Sciences Division, offers courses in Biology, Chemistry, Geology, Health and Physical Education primarily for the college transfer programs of study leading to the Associate in Arts (A.A.) and Associates in Sciences (A.S.) degrees. Courses in specific disciplines (Military Science and Engineering Technology) are also available to students in those programs. Additional courses in Biology are offered at the Health Sciences Campus specifically for students in the programs offered at that campus.

Students who have not met the prerequisite(s) and/or corequisite(s) for any course offered by the Natural Sciences/Health & PE Dept. may not remain registered for the course.

College Core Values

In keeping with the college's mission statement, courses in the Natural Sciences/Health & PE Department will promote Wake Tech's core institutional values:

Respect—Instructor and student will foster an environment that is respectful of all.

Responsibility—Instructor and students will foster an environment that promotes taking responsibility for one's actions and obligations.

Critical Thinking—Instructor and students will strive to improve the critical thinking skills of analysis, synthesis, and evaluation.

Communication—Instructor and students will strive to ensure that both written and oral communications are clearly understood.

Collaboration—Instructor and students will strive to develop collaborative skills.

Department Grading Policy

The Mathematics and Sciences Division and our department use a 10-point grading scale.

A	90.00 to 100	D	60.00 to 69.99
B	80.00 to 89.99	F	59.99 and below
C	70.00 to 79.99		

The Natural Sciences/Health & PE Department faculty will assign student grades according to methods which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

Final Exams: Wake Tech has a finals exam week for curriculum courses. The schedule will be determined at the beginning of each semester and take place over 5 days (the final schedule will be published and distributed weeks prior to the exam week). Each exam will be allotted a 2.5 hour time period. Adjustments may be made for certain courses but most will follow the set schedule. Class schedules may not be changed during the last two weeks of the term; no students will be allowed to miss one class so that they can take an exam in another class. Make up exams for extenuating circumstances should be arranged in advance and will be administered during specified Final Exam make up periods. Other missed final exams will result in a grade of "0" or a grade of Incomplete if the instructor deems the miss was justifiable.

Natural Sciences/Health & PE Department

Disability Support Services

Disability Support Services is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 108S Holding Hall or call 866-5670 (TTY 779-0668).

Attendance Policy

Absences from class are a serious deterrent to good scholarship. The College, therefore, stresses regular class attendance, but recognizes that students should have an opportunity to develop personal responsibility and should have some discretion in attendance to meet the demands imposed by other responsibilities. Students anticipating absences should notify their instructor in advance. If prior notification is not possible, the student should contact the instructor immediately upon returning to the College to determine the next course of action.

Students are expected to be in attendance at least 90 percent of all scheduled class hours. In the event that a student's absences in a class exceed 10 percent and the absences are not justified to the satisfaction of the instructor, the instructor will submit Student Course Withdrawal Form to the Financial Aid Office or to the email drop box designated for withdrawals to document the last date of attendance. An absence is defined as missing one-third or more of any regularly scheduled class meeting.

Students are also expected to arrive to class on time and stay for the entire class period; arriving late or leaving early disrupts the learning environment. Because even the most conscientious students occasionally experience extenuating circumstances, classroom doors will not be locked to enforce this policy, although doors may be locked for security or pedagogical reasons. Doors will be opened for tardy students. A pattern of tardiness and/or early departure will have consequences. Tardies and early departures will be considered part of students' attendance violations. Tardies and early departures not justified to the satisfaction of the instructor will be equated to absences at a rate of one absence per two tardies and/or early departures. Students should see course syllabi or other course documentation for specific details.

Student Course Withdrawals received for students with a last day of attendance prior to or on the 60-percent point of the term will result in a grade of "W."

Student Course Withdrawals received for students with a last day of attendance after the 60-percent point of the term will result in a grade of "WF" or "WP" as indicated by the faculty. A grade of "WF" indicates that the student was failing at the time of withdrawal and will count the same as an "F" grade in the grade-point average calculation. A grade of "WP" indicates that the student was passing at the time of withdrawal and will count the same as a "W" grade in the grade-point average calculation.

Add, Audit, & Withdrawal Policies

ADDS

A student may change his registration by adding a course through the last day to add, as published in the academic calendar. A student who finds it necessary to add a course should confer with his advisor. Adds may be completed via WebAdvisor until the end of the published registration period. Adds after the registration systems close must be submitted in person to the Enrollment and Records Services Division on a completed Request for Registration Override form signed by the dean.

Natural Sciences/Health & PE Department

Add, Audit, & Withdrawal Policies (Continued)

DROPS

A student may change his registration by dropping a course prior to the 10-percent (subject to change) date of the semester/term. A student who finds it necessary to drop a course should confer with his advisor. Drops may be completed via WebAdvisor until the end of the published registration period.

Drops after the 10-percent date of the semester/term and on or prior to the 60-percent point of terms are considered withdrawals and must be submitted to the Enrollment and Records Services Division on a Student Course Withdrawal form. A drop during this time frame will result in a grade of "W."

A student who drops a class is advised that this may affect his financial aid. Financial aid students may contact the Financial Aid office to determine whether funds will be affected.

AUDITS

Registration (including tuition charges) for courses to be audited is the same as for courses to be taken for credit. Audit courses carry no credit hours and earn no grade points. The student must submit a Request to Audit form to the Enrollment and Records Services Division no later than the last day to add. **Departmental approval to audit is not required to audit at this point.**

Students who would like to be considered for audit after the last day to add must obtain the signature of the instructor and dean or dean's designee on the Request to Audit form before submitting it to the Enrollment and Records Services Division. Audit requests will not be accepted after the mid-point of the term.

*The student will also be required to create a **Departmental Audit Contract** with the instructor of the course they wish to audit outlining the instructor's requirements which will include class attendance and may include completion of exams, quizzes, and/or assignments. Lab attendance and participation may also be required.*

WITHDRAWAL POLICY

A student who finds it necessary to withdraw from a course(s) or the College must complete a Student Course Withdrawal Form. The form must be presented to the instructor of each course from which the student is withdrawing. The instructor must note the student's last date of attendance on the form. The student must also obtain signatures of Financial Aid staff or Veterans' Affairs staff if receiving financial aid or veterans' benefits. The student should then submit the completed form to the Registration and Student Records Services Division for grade processing. Students taking online courses need to send an e-mail to the instructor of each course declaring the student's intent to withdraw. The instructor will then submit the necessary information to the Enrollment and Records Services Division.

When the student's last date of attendance is on, or prior to, the 60-percent point of the term, the student will receive a grade of "W." A grade of "W" does not affect the grade-point average. Withdrawal forms should be submitted to Enrollment and Records Service Division within two weeks after the last date of attendance instead of being held until the end of the semester.

When the Withdrawal Form is submitted after the 60-percent point of the term, the student will receive a grade of "WF" or "WP" as indicated by the course instructor. A grade of "WF" indicates that the student was failing at the time of the withdrawal and will count the same as an "F" grade in the grade-point average calculation. A grade of "WP" indicates that the student was passing at the time of the withdrawal and will count the same as a "W" grade in the grade-point average calculation.

Students enrolled in courses offered at times other than the standard sixteen-week semester and the regular summer term should consult the Curriculum Education Credit Class Schedules booklet to determine the last day to withdraw and receive a grade of "W. "

Natural Sciences/Health & PE Department

Academic Honesty Agreement

The Natural Sciences/Health & PE Department expects the highest standards of personal integrity in all academic work and behavior. We believe that effective education is dependent upon an atmosphere that is conducive to learning and that creating this atmosphere is a responsibility shared by both students and instructors. We further believe that the foundation of this environment is based on a mutual commitment to honesty, trust, fairness, respect, and responsibility. This requires students and instructors to subscribe to a high standard of integrity. The standards for this course follow:

Cheating may be defined as using any materials or resources (other than research documents) that have not been authorized by the instructor to complete an assignment or exam. Any unauthorized activity that confers an unfair advantage upon the student may be considered cheating, and this behavior includes, but is not limited to:

- Looking at another student's work during a testing situation
- Failing to turn in a quiz or exam immediately after its completion
- Changing any information on a graded evaluation after it has been handed back
- Discussing specifics of a quiz, test, or assignment with students in different sections of the same course
- Allowing someone to copy your work
- Using unauthorized resources such as notes, calculators, cell phones, laptops, iPads, etc. during a quiz or exam; whether in class or online.

Plagiarism is a form of cheating and may be defined as copying the language, data or specific ideas of another person and representing that work as one's own. Plagiarism includes, but is not limited to:

- Copying papers, all or in part, from other students
- Copying papers or other information, all or in part, from sources on the Internet
- Having other individuals write papers, all or in part, for you
- Turning in a paper that has been used for another class without prior permission

When the student presents the words or ideas of another person in his/her written assignments, he/she must fully acknowledge those sources using the method described by the instructor.

Cheating and plagiarism are forms of academic dishonesty and, according to the *Student Handbook*, can result in "institutional disciplinary action," including "loss of academic credit or grade." In keeping with this policy, Natural Sciences/Health & PE Department instructors may record a grade of "0" on any assignment in which academic dishonesty has occurred. Repeat offenses may result in a grade of "F" for the course. See your instructor if you have questions about what constitutes cheating or plagiarism.

In every course taught by an instructor in the Natural Sciences/Health & PE Department, the instructor will give a copy of the *Academic Honesty Agreement* to each student. The student will print and sign his/her name to the list verifying the statement that "I have read and understand the policies described in my copy of the *Natural Sciences/Health & PE Department Academic Honesty Agreement* and agree to abide by them."

Inclement Weather Policy

For announcements concerning closings or delays, students should check an official college source:

Wake Tech switchboard recording: 866-5001

Wake Tech websites: www.waketech.edu or check MyWakeTech announcements

The college also shares announcements with the media. It's a good idea to check weather closing announcements on two or more stations to ensure accuracy!

Note: Wake Tech closings are not the same as Wake County Public Schools!

Natural Sciences/Health & PE Department

Inclement Weather Policy (Continued)

TV

News14Carolina (Cable)
WNCN-TV 17
WRAL-TV5
WTVD-TV11

WLFL-TV22
WRAZ-TV 50
WRDC-TV28
WUVC-TV40 (Spanish)

Online

www.weatherclosings.com
www.cancellations.com

Radio

WBBB 96.1 FM	WDCG 105 FM	WFXC 104.3 FM	WYMY 96.9 FM (Spanish)
WNNL 103.9FM	WPTF 680 AM	WQDR 94.7 FM	And others
WQOK 97.5 FM	WRAL 101.5 FM	WRDU 106.5 FM	

Wake Tech is required to makeup all classes missed. Your instructor will discuss the make-up plan for your class upon the return to campus. If the closing occurs during a scheduled test or final exam, plan on having your test the first day we return to class. Contact your instructor with any questions.

Expectations of Students: Class Behavior

Students are expected to purchase all required texts and ancillary supplies for their classes.
Students are expected to be both prompt and prepared for lectures and labs.
Students are expected to be both attentive and respectful of their classmates and their instructor.

Attentive and respectful behavior includes the following:

- Listen attentively to both the instructor and questions/comments by students.
- Ask relevant questions and make appropriate comments during lectures and labs.
- Give the class your full attention; **do not** cause disruptions such as working on other classes, listening to music, using tablets, netbooks or laptops for non-course related purposes (if allowed), using cell phones (should be turned off) , chatting with other students or sleeping.
- Arrive on time for and remain until the class is dismissed by the instructor.

Students who cannot abide by these policies will be asked to leave class permanently.

Technology Use in the Classroom

Your instructor may deny or limit the use of certain electronic devices including but not limited to Laptops, iPads and other tablets, Netbooks, Smartphones, Mini Camcorders, Recorders, etc. in the classroom to preserve educational integrity and to prevent disruptions.

Recording of classroom activities, in any fashion, is strictly prohibited without permission of the Instructor

What You Can Expect of Your Instructor

Your instructor will:

- Be prepared to teach lectures and labs to their full ability
- Be courteous and respectful during personal interactions
- Reply to emails in a timely manner; within 24 hours if possible
- Protect every student's right to a positive learning experience
- Return tests/assignments within a reasonable period of time
- Respect each individual's personal privacy and comply with FERPA regulations
- Administer all other course and college policies fairly and consistently

Natural Sciences/Health & PE Department

Communication with Your Instructor

Wake Tech Email: First Line of Communication

Every curriculum student is provided with an official Wake Tech email account through the student portal (my.waketech.edu) which should be your first line of contact with your instructor.

Students must first activate their my.waketech.edu account, wait 24 hours, and then activate the email account.

This college-issued email account is to be used for all email correspondence with instructors and other college officials. Official correspondence *from* the college (communications from instructors, information about registration or financial aid, etc.) will be sent to students' **Wake Tech email addresses Only**. Instructors and college officials may refuse to accept student emails sent from other addresses.

For more information, visit my.waketech.edu and click on Support. Video tutorials are available in the FAQ/Knowledge Base at <http://www2.waketech.edu/lore/studkb/category.php?id=9>

Students are strongly encouraged to talk with their instructor concerning grades, assignments, or any problems with class or lab.

Students can reach their instructor by:

- *Office Hours:* Visit your instructor in their office during posted office hours.
- *Appointment:* If your instructor's office hours don't fit your schedule, make an appointment for another time.
- *Telephone:* Leave your full name, phone number and a complete message.
- *E-mail:* Instructors will attempt to answer all emails in a timely fashion but please be reasonable in your expectations. Please do not expect most instructors to be able to answer emails on weekends or late at night.

Internet Use

Each Natural Science/Health & PE department course is listed at least as a web-assisted course. The instructor will to some extent utilize the internet and course tools such as Blackboard or Moodle for communicating about the course, for posting needed course material (syllabi at the minimum), for possible assessments, and/or to provide students with supplemental material necessary for success in the course.

Student Concerns

Students are expected to communicate their concerns, comments or complaints *first to their instructor* and then, if the matter remains unresolved, to the following individuals depending upon campus:

1. **Gene Bartlett**, *Department Head*, South & Western Campuses, Natural Sciences / Health & PE Department, TE 239A, 866-5587, erbartlett@waketech.edu
2. **Ajit Dixit**, *Associate Department Head*, North Campus, Natural Sciences / Health & PE Department, MSB 440, 532-5612, asdixit@waketech.edu
3. **Barbara Coles**, *Associate Department Head*, Health Sciences Campus, Natural Sciences / Health & PE Department, AHB 217, 747-0048, bacoles@waketech.edu

If further communication is deemed necessary please contact:

Tonya Forbes, *Dean*, Mathematics and Sciences Division, TE 215, 866-5595, tpforbes@waketech.edu