**Student Contract for General Biology II at IRSC with Dr. Capers**

**Please initial before each statement:**

\_\_\_\_ I have uploaded a picture of myself in Blackboard (directions are in Blackboard).

\_\_\_\_ I will listen to recorded lectures.

\_\_\_\_ I understand that I have to go to a Testing Center for all exams.

\_\_\_\_ If I miss an exam during the semester, I understand that it will be my drop exam for the semester. There are no make-up exams.

\_\_\_\_ I understand that in a class such as this, I will have to spend 3 hours (or more depending) for every semester hour outside of lecture (you need to listen to the lectures) on my own reading, studying, making flashcards, memorizing, etc. (for a 3 credit class = 9 hours on your own time per week, on top of listening to recorded lectures, you might have to spend more time since this is an online course).

\_\_\_\_ I understand that if I do not spend adequate time outside of class doing my own work, I may not earn a good grade in this class.

\_\_\_\_ I understand that Dr. Capers does not give grades, all of the students earn their grades and every student has the opportunity to get an A based on their performance.

\_\_\_\_ I will turn in the worksheets (hand written answers) for each unit the day BEFORE the exam. There is no late work! (no exceptions).

\_\_\_\_ I understand that I have to hand-write my answers on the worksheets and then scan the worksheets or take a picture of them. I will put them in a PDF file, JPEG file or Powerpoint to upload. If I do not use one of these formats, I understand there is a chance Dr. Capers will not be able to download the file and I might receive a zero.

\_\_\_\_ I will try to utilize tutoring services in the ASC labs to help my performance in this class.

\_\_\_\_ If I want to review my exams, I understand I will have to go to Dr. Capers’ office during her office hours (or by appointment) to review. This will not be allowed the last 2 weeks of the semester!

\_\_\_\_ I will keep up with my grades in Blackboard. I understand that my grade in Blackboard is not final and there might need to be some adjustments in Blackboard throughout the semester as grades are entered. The points you actually earn on assignments and exams will determine your grade; if there is a miscalculation in Blackboard due a typo or programming error, those will be recalculated.

\_\_\_\_ I understand that I have to check Blackboard for possible changes in the schedule.

\_\_\_\_ I will not ask for Extra Credit.

\_\_\_\_ I have looked at the syllabus for this class and know where to find it.

**As your instructor, Dr. Capers will:**

* Do her best to explain the material, presenting it in a different manner if you are confused or need further clarification.
* Post all of her Powerpoints on her website for you to review.
* Record her lectures for you to watch as if you are in the face-to-face class.
* Answer your questions (or at least find an answer for you).
* Keep you posted on unforeseen changes in the schedule.
* Post grades on Blackboard in a timely manner (I ask for a week, but usually will be faster).
* Try to answer emails in 24 hours or sooner during the week, 48 hours during the weekend or holiday.
* Meet with you in her office if you would like help with the material (or recommend seeing a tutor in the ASC lab).
* Try to help any fears you have of science – Biology is fun! ☺

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Student Print Name Class Day and Time

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Signature Date