

Students must fill out the bottom (both sides), cut it off & give the slip to their TA. Students keep the top.

General Student Information Contract - BSC 2011L SUMMER 2009



In the past many students have complained of the vast terminology they are expected to memorize, understand and apply during this course - names of organisms and structures, most of which they will have little use for in their future careers. Whether you are planning to enter the field of medicine, applied biology, or biological research, you will have to be able to read and understand large amounts of information, learn many minute details, or learn to distinguish between a variety of similar structures, compounds (drugs) and their functions. This course will help you develop the ability to successfully and efficiently perform such skills. **Do not take this course lightly, as it will form the foundation not only for your content knowledge, but for your study habits and skill acquisition as well.**

1. Your TA is expected to attend the course lectures, and should be able to help you understand most of the material presented. If they cannot answer your questions contact the professor directly.
2. Your TA is expected to help you understand all of the lab material. Seek their help during lab or their posted office hours. Students may also go to the office hours of any of the TAs on the team or make an appointment with the lab coordinator. It is the responsibility of the student to request help.
3. You will be given a lab quiz every week except when stated otherwise (refer to the syllabus). Quizzes are cumulative, cover the material from the previous weeks' labs, and may also contain questions (from the lab manual only) pertaining to the current lab. When scheduling forces an alternative form of quiz formatting (on-line, double quizzes etc) or an alternative assignment to be used, the same grading principles will apply (12 points and extent material covered).
4. You must attend all labs. There is no one specific make-up lab and there are no make-up quizzes. All reasons for student absences and make-ups must be documented, and on file with your TA and the lab coordinator. If an emergency or academic conflict (exam) prevents you from attending your regular lab (for one week) you must contact the lab coordinator to see if there is space for you to attend another section that same week. Such a make-up is a privilege and cannot be guaranteed. If you miss an entire lab week due to a documented emergency, the Professor and lab coordinator will decide how to deal with each situation on a case by case basis.
5. If the professor permits, if you have a complete set of quizzes and if you have a grade for each one, your final grade may be calculated with your lowest score being dropped. (144 -12 =132 pts - Spr '09). The first missed quiz is the dropped quiz. A second missed quiz becomes a zero.



NAME: _____

LAB SECTION: _____

E-MAIL: _____

BEST TELEPHONE NUMBER:
(_____ - _____ - _____)

ADDRESS: _____

ALTERNATIVE NUMBER:
(_____ - _____ - _____)

Any allergies or information you think we need to know?

EMERGENCY CONTACT:
(_____ - _____ - _____)

Circle one: Fresh. Soph. Jr. Sr.

MAJOR: _____

CAREER GOAL: _____

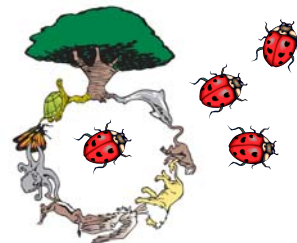
6. Your TA assigns a small percentage of your course grade (TA evaluation), based on your performance in the lab. Get familiar with the posted criteria TAs use to grade you by. These criteria (recommendations to help you maximize your points) are posted in the lab, on the web site and listed on the back of the syllabus. e.g. Be on time to lab, be prepared and read ahead, stay the entire time etc, etc. Honors students see the web site.
7. Keeping the lab clean and tidy and being respectful of the live animals is essential. You are expected to clean up after yourself each week. This entails cleaning your part of the lab table, disposing of dissected specimens properly, washing and drying any micro-slides and pins you may have used and returning them to your table, disposing of coverslips and bent or rusty pins in the sharps container, and covering your microscope and returning it to its proper place in the cabinet. Students should use the colander in the sink to prevent any specimens from washing down and clogging the sink drain. Failure to follow these procedures can and will result in the loss of TA points.
8. For the purpose of lab quizzes or practical exams, the lab manual will be the basis for the terminology. Individual professors may use alternate terminology in the lectures, and we accommodate for this when grading lecture related materials. However, students should consider the lab manual as the prime information source for lab quizzes and practicals. The optional Rust manual uses some outdated terms so be sure to check the lab manual for the terminology you are expected to know. Unless otherwise stated by the professor, the lecture material and lecture texts will not be covered specifically on practical exams and/or lab quizzes, but will obviously be relevant to the lab portion of the course.
9. You are expected to use proper spelling, grammar, and punctuation on all quizzes and practical exams. The specific names of taxa must have their first letter capitalized.
10. Do not depend on the color of a structure to identify it. Use shape, location, relative size, texture, etc. as your guide. Do not depend on the jar or container of a specimen as it may be removed and re-displayed.
11. No student may use any video recording devices of any kind in the labs or review sessions, except those provided by the course.
12. You may keep all lab quizzes and mid term examination papers but the department will keep all final papers.
13. Students have the right to request to have any paper re-graded, but within reasonable time limits. Requests for re-grading the weekly quizzes must be received by your TA by the following week. Requests for re-grading midterm or final papers will be accepted for up to two weeks after the grades for those exams have been posted unless stated otherwise. This course is usually taught by senior graduates and various professors. As such, after the course is over, the teaching staff may no longer be on campus (Sabbaticals, travels, internships, graduations.) This is essential to consider when contesting a final.
14. You may NOT request grade information via e-mail or via phone from any TA, member of staff or faculty. To give out such details is a violation of the Buckley Amendment. Once finals have been administered you may only get grade information in person from the professor or lab coordinator.



I will adhere to the Academic Honors Policy as published in the 'Florida State University General Bulletin' and in the 'Student Handbook.'

I have read and understood the statements made in the sheet entitled, 'General Information – Contract - BSC 2011L.' I asked the TA to explain any points that were unclear to me so that I am now fully aware of what is expected of me during this course.

Sign name



Print name (First, Middle Initial, Last)

Date ____ / ____ / ____