

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

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

**SECTIONS 4136 & 4137 Lecture: Tuesday & Thursday 1:00-2:15**

**Instructor:** Ms. Gretchen Miller  
**Office:** TE 240B (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 Text:** Exploring Geology, Second Edition. Reynolds, Johnson, Kelly, Morin, and Carter. McGraw Hill Publishers, Dubuque, Iowa, 52001.

**Required Scantron Forms:** Five (5) Scantron forms (form number 882E)

**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:

3 highest Semester Tests (out of 4) @ 12% each	=36%
Cumulative Lecture Final Exam	=22%
'The Math You Need, When You Need It' Quizzes	=5%
Homework/Chapter Quizzes	=12%
Laboratory grade	=25%

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.

### **Other Policies**

1. Attendance will be taken at the beginning of each lecture. You are expected to be in attendance **at least 90%** of all scheduled course hours [Maximum of 3 lecture absences]. If your absences exceed 10%, your instructor may withdraw you from the class unless satisfactory justification can be given. See Departmental Policy Pages for more information regarding the Attendance/Withdraw Policy.
2. If you miss a lecture or arrive late, you are responsible for the material presented, handouts distributed, and any announcements made that day. Notes for missed classes will NOT be provided by the instructor. **If you arrive late it is your responsibility to see the instructor after class and verify that you are marked present. I WILL count you absent if you do not sign the role!**
3. If you arrive within 25 minutes late to class, you will be marked 'tardy.' If you leave within 25 minutes early from class, you will also be marked 'tardy.' Two instances of tardiness will count as one absence. If you arrive more than 25 minutes late or leave more than 25 minutes early, you will be marked 'absent' for that class period.
4. **I drop the lowest lecture test grade at the end of the semester (the lowest of Tests 1 through 4). 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 exams will be fill-in-the blank/essay. The cumulative lecture final exam will NOT be one of the dropped test grades.

5. This course uses Scantron forms for the lecture tests and lecture final exam. **It is the student's responsibility to purchase a total of five (5) Scantron forms for the course and bring them to class within the first 2 weeks of the semester.** The Instructor will collect the forms from each student and give one form back for each lecture test/exam. Students who fail to be prepared with the required forms will not be allowed to take the lecture tests/exam. Instructors cannot provide forms to students who are unprepared. This will result in a grade of "0" for the lecture tests/exam. Scantron forms (form 882E) are available at the Wake Tech Bookstore. If a student withdraws from the course, (s)he must contact the Instructor for return of any unused Scantron forms.
6. Cell phones must always be turned off during lectures and tests. If your cell phone rings during a test, I may deduct points from your test.
7. You may NOT leave the room while taking a lecture or laboratory test unless you have an emergency or other urgent issue, and then you may only leave with permission from the test proctor. If you leave the room without permission during a test, your test paper will be collected immediately and graded as is.
8. 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.
9. Make sure you schedule time to complete assignments and study the course material. The rule of thumb for college courses is that you should be studying outside the classroom AT LEAST two (2) hours for every lecture hour each week. That means you should be studying on your own AT LEAST six (6) hours PER WEEK for the lecture portion of this course. The more time you spend on this course, the more likely you will be successful.
10. An excellent way to utilize your six (6) hours per week studying out of class is to complete the What-To-Know lists for each chapter. The lists are derived from the 'Before You Leave This Page' lists in your textbook, and they will help you learn and study the course material and prepare you for the tests. The What-To-Know lists will not be collected or graded, but they will serve as a good study guide for tests.
11. 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.
12. If the College's opening is delayed for any reason and the opening time is during a regularly scheduled lecture or lab for this course, you are expected to be in attendance at the opening time. For example, if the College delays opening until 10:00 am and lecture normally runs from 9:30 to 10:45 am, then you are expected to be in attendance from 10:00 to 10:45 am on the day of the delayed opening. Failure to attend class because of a delayed opening will count as an absence.

### **Chapter Quizzes in Blackboard**

This class will require an online component via Blackboard. Chapter quizzes and other assignments will be assigned and completed online. If you do not have a personal computer, there are open computer labs on campus that you may use to complete your assignments. A separate handout contains information on how to login to Blackboard. Due dates for assignments will be announced in class and on Blackboard; there is a column on the lecture schedule where you can write in the chapter quiz due dates/times in order to help keep track of them.

Questions will be assigned for each chapter of the textbook. The questions are meant to help reinforce some of the new vocabulary for each chapter, however, they are NOT sample test

questions! Click on the 'Assignments' button in Blackboard and then choose the correct folder to access the instructions and questions 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 to receive credit for the assignment. You will NOT be turning in paper copies of your answers. You will only be graded on the quiz, however, most of the quiz questions will come directly from the 'Objectives & Questions' document, and you may use your questions and textbook to complete the quiz (chapter quizzes are the equivalent of 'homework' so they are 'open-book').

You may take chapter quizzes up to two times before the due date/time, so if you get something wrong the first time, you may find the correct answer and retake the quiz. However, only the last attempt that you submit before the due date is the one that will count for a grade, so if you decide to change an answer you do so at your own risk. That also 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.

When you take a chapter quiz, you will be given the option to 'Save' or 'Submit' it. If you 'Save' a quiz, the answers you entered so far are saved and you may reopen the quiz later to continue it. However, a quiz that has been 'Saved' is not available for the instructor to review or grade. You must 'Submit' your quiz in order for it to be properly graded. So if you use the 'Save' button, make sure you finish and 'Submit' your quiz before the due date/time.

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/time, I MAY be able to reset the assignment for you and allow you additional time to resubmit your assignment. If you contact me AFTER the due date/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 you see a lock symbol, 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/time, I will not reset the assignment or give you additional time.

I always review quizzes after the due date to double check the grades that Blackboard has assigned. It is common for Blackboard to mark fill-in-the-blank 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.

**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.

### **'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 chapter quizzes, **no TMYN quizzes will be accepted after the due date and time.**

**LECTURE SCHEDULE****GEL 120 - SECTIONS 4136 & 4137****FALL 2011**

<b><u>WEEK OF</u></b>	<b><u>TOPIC</u></b>	<b><u>CHAPTER</u></b>	<b><u>QUIZ DUE</u></b>
August 18	Introduction and Syllabus	Syllabus	<u>8/23 by 9am</u>
August 23	The Nature of Geology	1	<u>8/23 by 9am</u>
	Investigating Geologic Questions	2	<u>8/25 by 9am</u>
August 30	Plate Tectonics	3	<u>8/30 by 9am</u>
September 6	Earth Materials	4	<u>9/6 by 9am</u>
September 13	Igneous Environments	5	<u>9/13 by 9am</u>
September 20	<b>Test 1</b>	<b>1-5</b>	
	Volcanoes and Volcanic Hazards	6	_____
September 27	Sedimentary Environments	7	_____
October 4	Deformation and Metamorphism	8	_____
	<b>(October 6-11, Fall Break)</b>		
October 13	Geologic Time	9	_____
October 18	Geologic Time (continued)	9	
	<b>Test 2</b>	<b>6-9</b>	
October 25	The Seafloor and Continental Margins	10	_____
	Mountains, Basins, and Continents	11	_____
	<b>(October 28, Last date to withdraw without penalty)</b>		
November 1	Earthquakes and Earth's Interior	12	_____
November 8	Shorelines, Glaciers, and Changing Sea Levels	14	_____
	Weathering, Soil, and Unstable Slopes	15	_____
November 15	<b>Test 3</b>	<b>10-12, 14, 15</b>	
	Rivers and Streams	16	_____
November 22	Water Resources	17	_____
	<b>(November 23-25, Thanksgiving Holiday)</b>		
November 29	Energy and Mineral Resources	18	_____
December 6	Geology of the Solar System	19	_____
	<b>Test 4</b>	<b>16-19</b>	
December 12-16	<b>Cumulative Lecture Final Exam</b>		

**\*\*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.

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

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 schedule 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](http://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](http://www.weatherclosings.com)  
[www.cancellations.com](http://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](http://my.waketech.edu)) which should be your first line of contact with your instructor.

Students must first activate their [my.waketech.edu](http://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](http://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](mailto:erbartlett@waketech.edu)
2. **Ajit Dixit**, *Associate Department Head*, North Campus, Natural Sciences / Health & PE Department, MSB 440, 532-5612, [asdixit@waketech.edu](mailto:asdixit@waketech.edu)
3. **Barbara Coles**, *Associate Department Head*, Health Sciences Campus, Natural Sciences / Health & PE Department, AHB 217, 747-0048, [bacoles@waketech.edu](mailto: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](mailto:tpforbes@waketech.edu)