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**E-mail Correspondence:**

I encourage you to reach out for help when you are having any difficulties with the course, however given the size of this class, your first point of contact for help should be your TA for your assigned lab section. If the TA is unable to answer your question then feel free to follow up with me and I am happy to answer your questions accordingly. If you are e-mailing to ask a

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**Course Evaluation:**

Midterm Exam

Oct 24, 2017

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The midterm and final exam will be composed of multiple choice questions and will not be cumulative. The bellringer lab exam is a cumulative exam and will cover all lecture material from the beginning of the course however since it is a lab exam, your ability to apply your knowledge from lecture to the identification of specimens is necessary. The bellringer is a 30 minute exam, conducted from 1pm - 9:30pm in HSB 322. Your attendance and hard work in lab is crucial for your success on this exam.

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## Course Policies:

### Attendance

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.). Students who neglect their academic work and assignments may be excluded from the chance to complete any make-up assignments due to absence. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes.

### Missed Exams

You are entitled to reschedule an exam for legitimate conflict due to medical, religious, or compassionate reasons within a reasonable time allowance. It is your responsibility to provide appropriate documentation to the Undergraduate office, in support of a make-up request.

Similarly, final exam conflicts must be made through the Undergraduate office and documentation will be required.

If you miss your bellringer exam, with appropriate documentation, you are entitled to write a make up. The make up occurs at the end of the following term when the course is offered.

### Accommodation of Medical Illness

In cases of a medical illness, please refer to the Policy on Accommodation for Medical Illness (<https://studentservices.uwo.ca/secure/index.cfm>). Documentation for medical or non-medical reasons, according to the Policy on Accommodation for Medical Illness is required for absences from tests or exams. The date and nature of a make-up test/exam will be determined by the instructor, in consultation with the student.

### Use of Electronic Devices

There will be a no-tolerance policy on the use of electronic devices during exams. As you will not require a calculator, it is expected that no calculator, music devices, or communication devices are used during any examination.

### Academic Misc sETS

### **Support Services**

Students who are in emotional/mental distress should refer to Mental Health@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

### **Group Work Policies**

Students will be working together in labs and in lecture, but students are expected to complete any assignments and exams independently. In lab you are expected to contribute to discussions. By not participating you are letting-down your group and depriving them of valuable discussion.

### **Special Accommodations**

The University accommodates students with disabilities who have registered with the Disability Resource Centre. The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. A list of religious holidays involving fasting, abstention from study, or participation in fixed-time activities is available at <http://www.students.uwo.ca/current/>. Please let your instructor know in advance, and in writing, preferably in the first week of class (or a minimum of 3 weeks prior), if you will require any accommodation on these grounds. Students who plan to be absent for varsity athletics, family obligations, or other similar authorized commitments, cannot assume they will be accommodated, and should discuss their commitments with the instructor before the drop date.

### **Rounding of Grades**

The practice will not occur in this course. The edges of this course are clear and sharp. The ask your instructor or TA to do this as it degrades my experience as your instructor and your experience as a student.

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### **Campus Support Services:**