Welcome to ANTH& 205 Online Biological Anthropology SYLLABUS for Section OAS (Item 5059) Winter 2020 - Bellevue College

COURSE INFORMATION:

ANTH& 205 - Biological Anthropology - Section A - Item #5059 ANTH& 205 is worth 5 Science Credits.

All learning is completed online (there is no requirement to come to campus).

WHO IS TEACHING THIS COURSE?

Hello! Welcome to ANTH& 205! I'm Dr. Nancy Gonlin and I look forward to teaching you this quarter. I'm a Registered Professional Archaeologist (RPA) who is trained in all 4 fields of Anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics. It's rewarding to be able to teach all about biological anthropology in this introductory course. I originally went to graduate school to learn about Neandertals, humans which continue to fascinate me. Later, I switched to archaeology of the Classic Maya when I had a chance to do fieldwork in Honduras.

Please feel free to contact me through Canvas messaging, or if you have a general question about course content or assignments, post a question in the Discussion Board titled "COURSE QUESTIONS."

WHAT IS THIS COURSE ALL ABOUT?

Anthropology is the holistic study of our species, *Homo sapiens* or "Wise ones." Anthropologists combine methods, theories, and data from the natural sciences, social sciences, and the humanities to examine the human experience in the broadest framework possible. Anthropology courses explore human biology, origins, prehistory, and cultural diversity.

This class focuses on humans as bio-cultural organisms, emphasizing an understanding of humans from a holistic, evolutionary, comparative anthropological perspective. Biological Anthropology is also known as Physical Anthropology or BioAnthropology.

We will also discuss how biological anthropologists go about collecting their data, and the rewards and challenges of conducting fieldwork in bioanthropology.

HOW IS THIS COURSE ORGANIZED?

The course begins with a "<u>START HERE</u>" module with course information, such as the syllabus and course schedule. Other introductory modules contain information about "<u>DISCUSSION INFORMATION</u>," "<u>TECHNICAL SUPPORT</u>," "<u>ACADEMIC SUPPORT</u>," and "<u>ANTHROPOLOGY INFORMATION</u>."

There are 5 modules with course content: <u>MODULE 1-BIO</u> ANTH; <u>MODULE 2-BIO ANTH</u>; <u>MODULE 3-BIO ANTH</u>; <u>MODULE 4-BIO ANTH</u>; <u>MODULE 5-BIO ANTH</u>.

In each of the 5 modules, we cover major topics in biological anthropology that complement each other.

There is also a <u>WRAP-UP MODULE</u>. You will have the opportunity to tell me what you have learned in this class at the end of the quarter.

You should expect to commit at least 5 hours per week for IN-CLASS (meaning online) assignments and tests. Please allow yourself at least another 5-10 hours per week for reading the textbook, other assigned readings, and viewing media. You very well may need to dedicate more time than 10 hours per week, depending on your own skills and needs.

WHAT ARE THE OUTCOMES FOR THIS COURSE?

If all components of this course are successfully completed, you will be able to:

- 1. Articulate an understanding of the breadth of anthropology, its main fields (archaeology, biological anthropology, cultural anthropology, and linguistics) and their ties to the sciences and humanities.
- 2. Demonstrate an understanding of the historical contexts and consequences of natural science and social science concepts developed for and directed at a holistic and comparative approach to human behavior.
- 3. Recognize, identify and use the scientific method, in particular the principles of biocultural evolution, and to distinguish coherent arguments based on such principles from other claims.
- 4. Show knowledge of the general elementary principles of molecular, Mendelian and population genetics and their synthesis with evolutionary explanation.
- 5. Apply contemporary concepts in human biocultural variation, and distinguish such approaches from older paradigmatic formulations.
- 6. Recognize behaviors found throughout the primate order with particular attention to the social ecology of primate behavior.
- 7. Compare the gross anatomy of modern hominids & non-human primates and gain knowledge of their taxonomic classification.
- 8. Demonstrate detailed paleoanthropological knowledge of fossil hominoids and hominids, enabling the contrast, comparison and construction of hypothetical phylogenetic interpretations and the selective evaluation of competing theories of hominization and their ties to the sciences and humanities.

WHAT IS THE COURSE CATALOG DESCRIPTION for ANTH& 205?

Biological Anthropology (ANTH& 205) offers an anthropological view of how human biological characteristics arose, our relation to non-human primates, and how we continue to be shaped by evolutionary forces. Major topics include human genetics, adaptation, monkeys, apes and prosimians, fossil evidence for human evolution, and biological diversity in contemporary human populations. ANTH& 205 is a 5-credit course that counts as a science credit. (Please note that either ANTH& 205 OR ANTH& 215 with Lab may be taken for credit, but not both.) This class does not have a lab portion.

WHAT IS THE COURSE OUTLINE for ANTH& 205?

The following topics will be covered throughout the quarter:

- I. Introduction
 - A. Anthropology as a Social Science
 - B. Fields of Anthropology
- II. Scientific Method & Physical Anthropology
 - A. Applications
 - B. Limitations
 - C. Field Methods
- III. Evolutionary Theory
 - A. History of Scientific Knowledge
 - B. Darwinian Evolution
 - C. Genetics and Natural Selection
 - D. Modern Synthesis
- IV. Human and Primate Evolution
 - A. Primate Origins and Fossils
 - B. Human Origins and Fossils
- V. Modern Human Variation and Adaptation
 - A. Human Population Adaptations
 - B. Biodemography

WHAT TEXTBOOK AND OTHER MATERIALS DO I NEED FOR THIS COURSE?

1. REQUIRED TEXTBOOK

THIS COURSE USES "INCLUSIVE ACCESS", MEANING THAT YOU CAN ACCESS THE TEXTBOOK FROM THE FIRST DAY OF CLASSES. IF YOU WISH TO PURCHASE A HARD COPY OF THE TEXTBOOK, PLEASE CHECK THE CAMPUS BOOKSTORE. IT IS YOUR RESPONSIBILITY TO PURCHASE THE TEXTBOOK AS SOON AS POSSIBLE. IT WILL BE NEEDED FOR THE FIRST DAY OF CLASSES AND EVERYDAY THEREAFTER.

Jurmain, Robert, Lynn Kilgore, Wenda Trevathan, and Eric J. Bartelink. 2017. *Essentials of Physical Anthropology*, 10th edition. Cengage Learning.

Hard copy ISBN: 978-1-305-86623-2 (Tenth edition only) You may purchase an e-copy if you prefer.

This textbook is ideally suited for a short introductory course. It is student-friendly, well written, and concise. It is the leading textbook nationwide for this course.

2. TEXTBOOK COMPANION WEBSITE (OPTIONAL)

If you wish to purchase study materials for this textbook, please go to this website: https://www.cengagebrain.com/shop and enter your textbook's ISBN: 9781305633810

3. SOFTWARE

Word Processor: Microsoft Word is the only word processor supported at the college. You must use Microsoft Word to prepare any documents to be submitted. Documents submitted in any other format will not be accepted. As a student, you can download Microsoft Office for free on your home laptop – please contact the Help Desk.

4. WEB BROWSER

You must use a Web browser supported by Canvas and it must be properly "tuned." Find information about supported browsers

here: https://quides.instructure.com/m/67952/l/720329-which-browsers-

here: https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support. Make sure you have a back-up browser in case you experience any issues.

5. HELP WITH CANVAS

If you are unfamiliar with Canvas, please sign up for free training classes that are offered on campus or take the online Canvas tutorial at this link: https://bellevuecollege.teamdynamix.com/TDClient/KB/ArticleDet?ID=23812)

If you have technical difficulties, please contact the Information Technology Services: https://www.bellevuecollege.edu/its/)

WHAT IS THE RHYTHM OF THIS COURSE?

READ THIS SECTION VERY CAREFULLY

IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE CLASS, YOU WILL HAVE DIFFICULTY SUCCEEDING IN THIS COURSE.

DEADLINES ARE <u>ABSOLUTE and FINAL</u>. Only ON-TIME ASSIGNMENTS ARE ACCEPTED.

The on-line class has a very different rhythm from on-campus classes, and each on-line course is different from other on-line courses. In this class, the first three days of class are dedicated to learning how the course works, completing introductory assignments, and reviewing all documents in the five introductory modules.

Subsequent modules (Modules 1-5) begin on a Friday morning at 12:01 AM and run until two Thursdays later at 11:59 PM. Each of the course content modules is two weeks long. This scheduling allows you to complete work over the weekend if you choose to do so. Deadlines are usually on Wednesdays and Thursdays so that you do not have to work on the weekends and can finish assignments before then if you wish.

Each module has a discussion - the initial post is made during the first part of the module and replies take place only after that time and are due on a Wednesday before the module ends.

You will need to think about what you are learning in each module and post a "Big Idea" that summarizes your knowledge in your own words.

Quizzes on each chapter must be completed for each module by the module's end date. Late assignments are not accepted for any reason, but you can always work ahead of deadlines.

Here are the major components to the course: 1) reading the textbook; 2) viewing the PowerPoint slides; 3) viewing various media and Canvas pages; 4) participating in discussions; 4) contributing your big idea for each module; 6) studying for and submitting quizzes on time; 7) completing a course evaluation; and 8) submitting a wrap-up assignment. There are a few low-stakes items to complete for the Start Here introductory modules (Course Form; Ice-Breaker; QUIZ-INTRO MODULE) that help you to learn Canvas, in case you are not familiar with this learning management system.

- 1) Reading the Textbook: it will be extremely difficult to pass this course without reading the textbook. It is your responsibility to purchase the textbook. It is up to you to decide the best time to complete each module's assigned readings, but they should be completed before other assignments are due.
- 2) <u>Viewing the PowerPoints</u>: For each major section of the course, there are accompanying PowerPoint slides that you can download and/or print. The PowerPoint slides come from the textbook publisher and there may be a few PowerPoints that your professor has posted. These slides are not narrated so that you can proceed at your own pace in viewing them.
- 3) <u>Viewing Media links</u>: Carefully chosen short media presentations (YouTube, TedX Talks, etc.) are incorporated into each week's materials. Please be sure to view the links before completing discussions and quizzes.
- 4) <u>Discussions</u>: There are five discussions in this course. After preparing for each discussion by completing background research, each discussion has three main parts. <u>First</u>, you make an initial post (findings from your analysis/research and scientific consideration about the discussion topic) before you reply to your peers. This initial post must be submitted before completing replies. <u>Second</u>, you need to <u>read at least 15 initial posts</u> of other students in class. <u>Third</u>, each student is to make a minimum of two different meaningful <u>replies</u> on the initial posts of other students. Replies should be submitted after your initial post has been made and after you have had a chance to read the posts of other students. Please adhere to stated deadlines; early replies do not count for credit.

No late initial posts or replies are accepted for any reasons, so please do not ask the professor to make exceptions just for you. Deadlines are clearly marked. You can always make your initial post *ahead of time*.

- 5) <u>Big Ideas</u>: There are numerous ways to learn course content. Here you have a chance to share with your peers what big idea you have learned in each of the 5 modules.
- 6) Quizzes: A quiz can be taken any time during the dates in which a module is open or earlier, but all quizzes close on the last day of the module at 11:59 PM. There are several quizzes and each one contains 30 questions and is worth up to 30 points. Seventy-five minutes is allotted to complete a quiz. No late quizzes are accepted for any reason. To submit a quiz on time, it needs to be started at least 75 minutes before the due date/time. All quizzes must be submitted on time to count for credit. Please do not ask for extensions since they will not be granted. You can work ahead if necessary and complete work early.
- 7) <u>Course Evaluation</u>: Your feedback is highly valued. During the latter part of the course, you will receive an email from the college (at your college email address) that provides a link to the official course evaluation. The "Certificate of Completion" must be uploaded to the correct Canvas Assignment Page to earn credit for your evaluation.
- 8) Wrap-Up: To end the course and reflect upon what you have learned, a wrap-up assignment will be given. It is due the last day of classes on Monday, March 16, however if you turn it in by Friday, March 13, you earn 10 extra-credit points.

PLEASE NOTE: There are two extra-credit opportunities in this course, so please avail yourself of them.

IF YOU NEED HELP, PLEASE ASK THE PROFESSOR OR UTILIZE THE FREE TUTORING SERVICES OF THE COLLEGE.

WHAT GENERAL EDUCATION REQUIREMENTS ARE FULFILLED BY THIS COURSE?

This course fulfills the general requirement of Creative and Critical Thinking and Scientific Inquiry (Nature of Science).

HOW CAN I BE ENVIRONMENTALLY-FRIENDLY AS A STUDENT?

Student Sustainability Guidelines: "Students are expected to make decisions that have the smallest environmental impact while maximizing student learning. These decisions include:

- Think before printing documents for this class, adjust printable margins, print double-sided and reuse paper for scrap paper.
- Turn in papers electronically or when necessary turn in printed assignments double-sided, single-spaced and using narrow margins of at least .75 inches.
- Recycle all paper, bottles, and cans; compost food & materials from the cafeteria.
- Adjust the power settings on your personal computer so the monitor and CPU will sleep after 20 minutes of inactivity and unplug all personal electronic devices when not in use.

WHAT ARE THE REQUIREMENTS FOR THIS COURSE?

<u>Materials in the Start Here Module and other introductory modules</u>: You are required to review all materials in the Start Here module, including this syllabus, course schedule, the Procedures and Guidelines of the Social Science Division, and all other documents in the module. Other introductory modules must also be viewed.

Enrollment in the course constitutes an agreement to abide by the policies set forth in these items. Please be sure to complete these introductory assignments for 10 points each: Course Form; Ice-Breaker; QUIZ-INTRO MODULE).

Reading: It is absolutely essential that you read the textbook and assigned articles. You are responsible for your own learning and should take a vested interest in doing the best you can. Yes, you need to buy the textbook! You can choose either a hard copy or an eBook. Check the bookstore's website for information. Questions? Please ask.

<u>Viewing PowerPoints</u>: The textbook publisher has provided PowerPoints for each chapter that complement the textbook. These lectures are not narrated so that you can go through them at your own pace. (If you have a documented need for narrated lectures, please let your professor know as soon as possible and submit the appropriate documentation.)

<u>Viewing Media</u>: For each week of the course, media links are posted that complement course materials. This visual/oral information enhances course content.

<u>Discussions:</u> This course will involve discussions with your classmates. For each discussion, you have questions to consider, research to conduct, posts to view, and two replies to contribute. Your initial post, reading others' posts, and replies are critical for classroom participation and for excelling on tests. You should read at least 15 initial posts for any discussion before posting replies to others.

Big Ideas: This is your chance to post what you think is the most important information you learned.

<u>Quizzes</u>: A major part of your course grade will be derived from several quizzes. Questions come from assigned readings, PowerPoints, media viewings, content pages, discussions, activities, and any other instructional material presented in class. It is in your best interest to be prepared and to complete each quiz in the allotted time and by each deadline. No late quizzes are accepted for any reason. There will be a <u>wrap-up</u> <u>assignment</u> where you will reflect upon what you have learned in this course.

<u>Course Evaluation</u>: The official course evaluation must be completed during the latter part of the course. A link will be provided through the college in your BC email.

<u>Wrap-Up Assignment</u>: A final reflection on what you have learned in this course will be due the during the last part of class, or earlier if you wish to work ahead of time and earn extra-credit.

WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE, SHOULD I NEED ONE?

"The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency

situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you.

Contact <u>asn@bellevuecollege.edu</u> or (425) 564-2764. ASN is located in the Library Media Center in D 125.

http://www.bellevuecollege.edu/autismspectrumnavigators/)

The DRC office is located in B 132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by video phone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit our website for application information into our program and other helpful links at http://www.bellevuecollege.edu/drc/)."

Please let Dr G know by CANVAS mail as soon as possible if you have an accommodation so she can help you. A notification from the Disability Resource Center is required to provide you with appropriate accommodation. It takes at least one quarter for accommodations to be granted. One cannot simply state that one needs accommodations; the DRC will request appropriate documentation and make the decision. Only DRC students can be accommodated. Dr G is happy to work with you and help you succeed.

WHAT IS THE COLLEGE'S AFFIRMATION OF INCLUSION?

"Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect." This classroom is a SafeSpace. Please check this website for further information: http://www.bellevuecollege.edu/inclusion/)

WHAT REASONABLE ACCOMMODATIONS FOR REASONS OF FAITH AND CONSCIENCE DOES THE COLLEGE HAVE?

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course

to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950). In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy (1440P).

HOW MANY POINTS COMPOSE MY GRADE?

Assessment	Quantity	Value	% of Grade
Ice-Breaker	1 at 10 points	10	~1%
Intro Module Quiz	1 at 10 points	10	~1%
Course Form	1 at 10 points	10	~1%
Quizzes	14 at 30 points each	420	65%
Discussions	5 at 30 points each	150	23%
Big Ideas	5 at 5 points each	25	4%
Course Eval	1 at 10 points	Extra Credit!	%
Wrap-Up	1 at 25 points	25	4%
TOTAL		650	100%

You can easily check your grade in CANVAS any time. From the Home Page, simply click on the "Grades" tab on the left side of your screen.

If you need help, please let your professor know right away. You are responsible for monitoring your progress in class. Often a problem can be resolved immediately and satisfactorily if it is addressed right away. Your professor is here to help you, so please ask.

If you wait until the end of the quarter to ask for help because you are concerned about your performance, it will be too late.

WHAT ASSIGNMENTS ARE IN EACH MODULE? WHAT MATERIAL IS COVERED? WHAT ARE THE DEADLINES FOR EACH MODULE'S QUIZZES?

CANVAS MODULE	DISCUSSIONS	BIG IDEAS	QUIZZES*	CHAPTERS
MODULE 1	Discussion 1 Initial Post DUE: January 8, Wednesday (Replies take place from Jan. 9 through Jan. 15)	Big Idea 1 DUE: Jan. 15, Wednesday	QUIZ 1 QUIZ 2 QUIZ 3 DUE: Thursday, Jan. 16	Chapters 1, 2,
MODULE 2	Discussion 2 Initial Post DUE: January 22, Wednesday (Replies take place from Jan. 23 through Jan. 29)	Big Idea 2 DUE: Jan. 29, Wednesday	QUIZ 4 QUIZ 5 DUE: Thursday, Jan. 30	Chapters 4, 5
MODULE 3	Discussion 3 Initial Post DUE: Feb. 5, Wednesday (Replies take place from Feb. 6 through Feb. 12)	Big Idea 3 DUE: Feb. 12, Wednesday	QUIZ 6 QUIZ 7 QUIZ 8 DUE: Thursday, Feb. 13	Chapters 6, 7, 8

MODULE 4 *Last Day to Drop is Sunday, February 23	Discussion 4 Initial Post DUE: February 19, Wednesday (Replies take place from Feb. 20 through Feb. 26)	Big Idea 4 DUE: Feb. 26, Wednesday	QUIZ 9 QUIZ 10 QUIZ 11 DUE: Thursday, Feb. 27	Chapters 9, 10, 11
MODULE 5 (Course Eval due by March 11)	Discussion 5 Initial Post DUE: March 4, Wednesday (Replies take place from March 5 through March 11)	Big Idea 5 DUE: March 11, Wednesday	QUIZ 12 QUIZ 13 QUIZ 14 DUE: Thursday, March 12	Chapters 12, 13, 14 Course Evaluation
WRAP-UP	All Discussions	All Big Ideas	WRAP-UP ASSIGNMENT DUE: Monday, March 16 OR by Friday, March 13 for 10 extra- credit points	All Chapters

^{*}Includes CANVAS modules, textbook modules, all PowerPoints, media links, articles, discussions, assignments, etc.

ARE THERE MAKE-UP QUIZZES AND DISCUSSIONS IF I MISS A DEADLINE?

If you are requesting a make-up quiz or discussion, because you know in advance that you will not be able to complete an assessment on time for a legitimate reason, you will need to send a Canvas message ahead of time explaining why you need to miss the deadline, and you will be required to provide appropriate legitimate documentation to explain your absence (examples: surgery, extended court appearance, jury duty).

Technical issues with your own devices, vacation, work, attendance at social activities, weddings, minor health issues, sleeping in, picking up someone from the airport, a flat tire, forgetting the deadline, moving, being really busy, etc. are not valid excuses for missing deadlines for quizzes or discussions and you will not be able to make up assessments for these reasons.

Consideration for make-ups is provided ONLY if you have contacted your professor BEFORE the deadline AND if you have provided legitimate documentation. It is in your best interest to make all deadlines since there is no guarantee that your circumstances warrant special consideration. Late work submitted without prior approval does not count for credit.

WHAT IF THERE IS A LAST-MINUTE EMERGENCY WHEN QUIZZES OR A DISCUSSION ARE DUE?

If you are extremely sick or experience some other misfortune on the day when quizzes or discussion are due, you must contact the professor as soon as possible. If you wait until after the due date to explain your absence or ask to make up work, your request will not be accommodated, regardless of your excuse. Documentation will be required (see above).

Any other kind of emergency request will be dealt with on a case-by-case basis. It is always important to contact your professor as soon as possible. To request an accommodation, you will need to write a letter stating why you were unable to take the quiz or complete the discussion, evidence to support your claim, and an explanation of why your request should be granted. As difficult as it may be if your family unfortunately experiences a death, it will be necessary to provide appropriate documentation.

Make-up quizzes are composed of several essay questions and must be taken as soon as possible after the quiz deadlines have passed. No notes, textbook, or other materials/resources are allowed as the make-up quizzes are closed book. The professor may request that you take the quizzes on campus or at a testing facility under monitored conditions.

WHAT IS THE GRADING SCALE FOR FINAL GRADES?

FINAL GRADES SCALE				
Total Points	Course Grade	Decimal	Percentage	
598 - 650 points	Α	4.0	92-100%	
585 - 597 points	Α-	3.7	90-91%	
572 - 584 points	B+	3.3	88-89%	
533 - 571 points	В	3.0	82-87%	
520 - 532 points	B-	2.7	80-81%	
507 - 519 points	C+	2.3	78-79%	
422 - 506 points	С	2.0	65-77%	
390 - 421 points	C-	1.7	60-64%	
357 - 389 points	D+	1.3	55-59%	
325 - 356 points	D	1.0	50-54%	
0 - 324 points	F	0	<50%	

HOW DO I RECEIVE MY FINAL GRADE?

Once final grades are submitted, there are no changes to one's grade.

Students must complete all course requirements within the quarter in which the student enrolled before a final course grade will be issued.

"We post final class grades to your transcript within a week after the quarter ends. We do not mail grades to students.

You may access your grades online using your NetID and PIN. View your grades via your class <u>schedule</u>) or <u>unofficial transcript</u>. .) You may also come to Student Central and ask for assistance to view your grades, or obtain a copy of your schedule."

(https://www.bellevuecollege.edu/records/))

HOW DO I WITHDRAW FROM CLASS IF NECESSARY?

The professor <u>cannot</u> withdraw you from class – you must initiate this process. You can withdraw from class for any reason at any point UP UNTIL <u>Sunday</u>, <u>February 23</u>. After that date, it will not be possible to withdraw from class. Please be aware that non-attendance in a course does not constitute withdrawal and is reason for failing a course. Be sure to take note of the ramifications for withdrawing from a course. Please review the withdrawal procedures so that you know how this process works: https://www.bellevuecollege.edu/registration/withdrawing/)

WHAT OTHER INFORMATION DO I NEED TO KNOW ABOUT THIS COURSE?

Only basic course information is contained in this syllabus. There are other course materials which will assist you in understanding course and college policies. Please go over all documents in the 'Start Here' Module and all the other introductory modules. It is your responsibility to understand all policies and procedures. Enrollment in the course constitutes an agreement to be aware of all policies and to abide by all policies. Please let Dr G know if you have questions at any point during the quarter.