**Accommodations for Religious Observances**

I respect your right to observe your religion and will do what I can to accommodate your needs. With this in mind, you are permitted to be absent from class to take part in religious observances. For planning purposes, I ask that you provide me with written notice of your upcoming absence within the first two weeks of class. For more information on Georgia Tech’s policy regarding student rights and responsibilities around planned absences from class, please see <http://catalog.gatech.edu/rules/4/>.

**Food and Drink**

***Example 1***

I ask that you do not eat during class time as it could be a distraction for you and your classmates. Drink is allowed as long as it is in spill-free, covered containers.

***Example 2***

Given that our class meets mid-day, please feel free to bring your lunch with you to class. However, please be mindful of your setting: avoid strong smells, food that is likely to make a mess, and food that makes it difficult to engage with class discussion and/or taking notes. In addition, please be sure to clear your garbage when you leave, and wipe your desktop for the next student sitting in your seat.

**Freedom of Expression and Guidelines for Discussion**

***Example 1***

I respect your right to freedom of speech and peaceful assembly. I am also committed to maintaining an orderly learning environment for all students and ensuring that all facilities are used in a way that facilitates teaching, learning, and research. Therefore, I encourage you to voice your opinions respectfully, as long as they are related to the content of this class and as long as doing so does not infringe unduly on the rights of other.

***Example 2***

You are encouraged to share personal experiences and opinions with respect to the topics covered in this class. However, please keep in mind that our purpose in this class is to think critically about the issues. In an environment of mutual respect we should be able to engage in well-rounded and constructive discussion that is beneficial to all of us.

***Example 3***

In this class you will be asked to discuss concepts, theories, and methods with your peers. Class discussions will help you better understand course content, allow you to ask clarifying questions, and to explain concepts and ideas in your own words. In order to make those discussions most effective, we will follow some guidelines:

* You are expected to **ask questions** during our discussions. Come to class prepared to raise questions for discussion and to ask for clarification or for more examples.
* You are expected to **listen actively**. I will often ask you to paraphrase, summarize, or respond to what others have said. Active listening involves taking notes, asking questions, making eye contact, and listening to others without interrupting them.
* In case of any disagreements, you are expected to **disagree respectfully**. If you disagree with your peers, keep your discussion focused on the facts and the bigger question rather than on personal feelings.

**Institute-Approved Absences**

As per Georgia Tech policy, you are permitted to be absent from class to participate in athletic events, official field trips, and religious observances. For planning purposes, please provide me with written notice of your upcoming absence at least two weeks before the event, and ideally within the first two weeks of class. When I receive this notice, you and I will discuss opportunities to make up work you will miss in your absence.

Please see <http://catalog.gatech.edu/rules/4/> for more information about receiving official notice from the Registrar about the nature and timing of your upcoming Institute-approved absence.

**Lab Safety Policy** (*Chrissy Spencer, BIOL 2355*)

Georgia Tech has recently revised its policy regarding appropriate clothing in laboratories where chemicals and organisms are used or manipulated. Students not conforming with the following requirements will be asked to leave the lab to acquire appropriate clothing: 1. Long pants must be worn in the laboratory. 2. Close-toed shoes that cover the sides and top of the foot must be worn in the laboratory. 3. Lab coats must be worn when working at the bench. Students are responsible for keeping their lab coats in good condition and reasonably clean so as to not create a hazard. Lab coats must be 100% cotton and cover the wearer to the knees. 4. Safety glasses must be worn when working at the bench. Safety glasses must have side shields for splash protection and conform to the wearer’s face. Glasses must be worn over prescription glasses and contact lenses. Safety glasses will be available for your use in the lab.

Students can purchase appropriate lab coats at the VWR store in the Ford EST Building. More complete laboratory safety policies for Genetics Lab will be discussed on the first day of lab.

**Preparation for Guest Speakers**

I have invited 3 guest speakers to our class to share with you their perspective on the topic. To make the most of this experience I’d like you to prepare for their presentations ahead of time. For each of the three class sessions, you are required to do the following:

* Research the guest speaker’s background and area of expertise.
* On the basis of your research, prepare 2-3 questions to ask of the speaker. These questions should relate what you have learned in this class to the guest speaker’s area of expertise.
* Email your questions to me one day before the guest speaker’s presentation.

We will have about 30 minutes for your questions in each class session. I strongly encourage you to ask one of your questions during that time.

**Re-grading and Re-submission**

***Example 1*** (*Yoshiaki Kawajiri, CHBE 2120*)

Requests for regrading of a homework assignment or an exam may be submitted in writing within one week of the day the homework or exam is handed back to the class (regardless of whether or not you attend class that day). You must justify in writing the technical basis for the regrade. If the regarding request is accepted, your entire homework or exam may be regarded (your grade may decrease after regarding). Please do not assume that your grade will always go up after regrading.

***Example 2***

I will provide you with extensive feedback on both papers you have to write this semester. If you want to improve your grade, you are allowed to make revisions to one of your papers and re-submit it for re-grade. If you want to re-submit your paper, contact me outside of class to set the timeline for your revision and re-submission.

**Recording Classroom Activities**

In order to preserve class integrity, student privacy, and a safe environment to express opinions, recording of our classes using digital, tape, or audio devices is not allowed. You are welcome (and even encouraged) to take notes and photos of the board. This policy can be waived for students with accommodations upon explicit recommendation from the Office of Disability Services.