

of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the Vice President of Academic Affairs.

Students who miss the first class meeting without providing a written explanation to the instructor will be automatically dropped from the roster as a "no-show." Students who know in advance that they will be absent from the first class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences.

Students are responsible for obtaining any information missed during the lectures. Students are also responsible for being up to date with readings, quizzes, and for turning in assignments on time. Students are encouraged to attend all lectures and classes. In the case of emergencies and unforeseen military deployments or TDYs occur, please contact the instructor so other arrangements can be made in order to avoid any deducted points on assignments, papers, and exams. Students should make every effort to inform the professor of the absence prior to missing class.

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Clear outline of location and data collection= 5 pts

Total of 2 hours of observation completed (as evidenced by data and notes collected)= 5 pts

Minimum 1 page of summary notes= 5pts

*Late field notes= 2pt deduction for each day late