I. INTRODUCTION

A. The course is required to meet curriculum requirements for the Associates in Science Degree, Associates of Applied Science Degrees, and Certificate of Completion.

B. This course is occupationally related and serves as preparation for careers in the fields of the agricultural sciences, farm and ranch management, and perhaps other fields as well.

C. Prerequisite: None

II. INSTRUCTIONAL MATERIALS

The instructional materials identified for this course are viewable through www.ctcd.edu/books

III. COURSE REQUIREMENTS

A. Must maintain a valid and current driver’s license.

B. Class Performance: Class attendance is required and expected. Attendance will be taken at each lecture. Arriving late to class, for any reason, will constitute an absence. Anyone with four (4) absences will automatically be dropped from the class and receive an F for the class (CTC Policy). Work for excused absences must be completed and turned in prior to the absence. Students absent will be responsible for acquiring class notes from other class members. Any work or exam not completed

11/19/2012
will be assigned a grade of zero.

IV. EXAMINATIONS

A. Two major exams and a comprehensive final exam will be given. The exams will be mainly objective, to be graded by the instructor and returned to the student.

B. A review will be given prior to each exam.

C. Missed exams will be scored as a zero.

D. Make-up exams will not be given.

V. SEMESTER GRADE COMPUTATION

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major exams</td>
<td>100</td>
</tr>
<tr>
<td>Lab work</td>
<td>200</td>
</tr>
<tr>
<td>Final exam</td>
<td>200</td>
</tr>
</tbody>
</table>

The letter grade for the course is based upon a percentage of total points throughout the semester. Grades will be computed as follows:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- 0% - 59% = F

VI. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student. Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

- 11-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5½-week session: Friday of the 4th week
The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. **Administrative Withdrawal**: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

C. **Incomplete Grade**: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. **Cellular Phones**: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. **American's With Disabilities Act (Ada)**: Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
H. **Office Hours:** Students are encouraged to take advantage of the instructor’s office hours. No appointment is necessary for such visits.

I. **Unethical Behavior:** Cheating in any form will not be tolerated and will result in immediate expulsion from the class.

J. **Arriving Late:** Students are expected to arrive to lecture, labs, and exams on time. Students arriving late to class will be considered absent. Students arriving late to exams will not be given additional time to complete the exam.

K. **Disruptive Behavior:** Any type of student behavior that interferes with the rights of fellow students will not be tolerated, and students engaging in such behavior will be asked to leave the class room.

L. **Common Courtesy:** Students are expected to remove their hats when class meets inside.

M. **Photography:** No photography allowed in lecture or lab without the instructors approval

N. **Food and Drink:**

---

**Attachment 2**