

# Welcome to ANTH& 100 Online - Survey of Anthropology!

## SYLLABUS for Section OAS and OBS (Item 5942 and 5043)

### Spring 2019 - Bellevue College

#### **COURSE INFORMATION:**

ANTH& 100 - Survey of Anthropology - Section OAS and OBS - Items #5942 and 5043

ANTH& 100 is worth 5 Social Science Credits.

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

#### **WHO IS TEACHING THIS COURSE?**

*Hello!* Welcome to ANTH& 100! 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 about all the major sub-disciplines of anthropology in this introductory course.

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 100 is a 5-credit course that introduces you to the academic discipline of anthropology. You are exposed to the basic underlying principles, theories, and methods of the discipline through lectures, textbook readings, media, assignments, and quizzes. This introductory course will explore the 4 sub-disciplines (or fields) of anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics.

Numerous facets of contemporary cultures, as analyzed by the ethnologist, will be discussed in a comparative fashion in the cultural anthropology section of this course. As biological anthropologists, we will explore the general topic of evolution and specifically how it applies to humans, and we will look at our primate relatives (apes, monkeys, prosimians) to analyze our similarities and differences with them. The viewpoint of

archaeology will enhance your understanding of human pre-history and history, and an introduction to linguistics will provide you with the basics of human communication.

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

## **HOW IS THIS COURSE ORGANIZED?**

The course begins with a "[START HERE](#)" module with course information, such as the syllabus and course schedule. Other introductory modules contain information about "[DISCUSSION INFORMATION](#)," "[TECHNICAL SUPPORT](#)," "[ACADEMIC SUPPORT](#)," and "[ANTHROPOLOGY INFORMATION](#)."

There are 5 modules with course content: [MODULE 1](#); [MODULE 2](#); [MODULE 3](#); [MODULE 4](#); and [MODULE 5](#).

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

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 to this course 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. Recognize, identify, and employ the scientific method in anthropology, and to distinguish coherent arguments based on such principles from other claims.
3. Identify critical components in anthropological thought, especially in regard to ethnocentrism and cultural relativism.
4. Demonstrate knowledge of the range of human cultural and biological variation in the past and present from an evolutionary perspective.
5. Convey the importance of language in culture and society.
6. Explain the relevance of the anthropological perspective to global issues and cultural diversity.

## **WHAT IS THE COURSE CATALOG DESCRIPTION for ANTH& 100?**

An introductory course on the cultures and biology of humans, from scientific and humanistic perspectives. Explores all four fields of anthropology: archaeology (ancient cultures), cultural anthropology (contemporary cultures and cultural diversity), biological anthropology (primates, genetics, evolution, and human biological diversity), and linguistics (language and communication).

## **WHAT IS THE COURSE OUTLINE for ANTH& 100?**

The following topics will be covered throughout the quarter:

### I. Introduction

A. Anthropology as a Social Science

B. Fields of Anthropology

### II. Scientific Method & Anthropology

A. Applications

B. Limitations

C. Humanistic Perspective

### III. Culture

A. Critical Concepts

B. Contemporary Variation in World Cultures

### IV. Archaeology

A. Critical Concepts

B. Major Culture Evolutionary Shifts

### V. Biological Anthropology

A. Critical Concepts

B. Genetics

C. Contemporary Human Variation & Adaptation

D. Human Evolution

E. Primates

VI. Language & Communication

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

### **1. REQUIRED TEXTBOOK**

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.

Muckle, Robert J. and Laura Tubelle de González. 2019. *Through the Lens of Anthropology: An Introduction to Human Evolution and Culture*, 2nd ed. Toronto: Toronto University Press.

Hard copy ISBN: 978-1-4875-8780-2 or e-copy: 978-1-4875-8782-6

This textbook is ideally suited for a short introductory course. It is student-friendly, well written, concise, has a free website with student resources, and is relatively inexpensive.

### **2. REQUIRED STUDY GUIDE/ONLINE TEXTBOOK COMPANION WEBSITE**

This URL will bring up the companion website for your textbook:

<http://www.lensofanthropology.com/>.

Access material for each chapter: "Learning Objective," "Chapter Outline," "Review Questions," "Discussion Questions," "Glossary," "Weblinks," "Further Reading," "Chapter Quiz," and "Self-Study Questions."

### **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://guides.instructure.com/m/67952/1/720329-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 Help Desk:

<http://depts.bellevuecollege.edu/helpdesk/students/>.

#### **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 ABSOLUTE and FINAL.***

***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 and reviewing all documents in the five introductory modules. Complete all assignments in the START HERE module by Day Three of the course.

Subsequent modules (Modules 1-5) will run until Friday night at 11:59 PM. Each of these modules is two weeks long. There is a [WRAP-UP MODULE](#) with one assignment that concludes the course (this is not a final exam).

Each module has a discussion - the initial post is made during the first week of the module and is due on a FRIDAY and replies take place during the second week of the module and are due on TUESDAY. Quizzes on each chapter must be completed for each

module by the module's end date. Late assignments are not accepted for any reason, though you may work ahead of taking quizzes and making an initial post for discussions.

There are numerous ways to learn course content through the major components of the course: 1) reading the textbook; 2) viewing the PowerPoint slides; 3) viewing various media and Canvas pages; 4) discussions; 5) Big Ideas; 6) quizzes; 7) a course evaluation (extra-credit); and 8) Wrap-Up assignment.

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) Viewing the PowerPoints: 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 are also PowerPoints that your professor has posted. These slides are not narrated so that you can proceed at your own pace in viewing them.

3) Viewing Media links: Short media presentations (YouTube, TEDx Talks, etc.) are incorporated into each week's materials. Please be sure to view the links before completing discussions, Big Ideas, and quizzes.

4) Discussions: There are five main discussions in this course. After preparing for each discussion by completing background research, each discussion has three main parts. First, 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 is submitted before completing replies. Second, you need to read at least 15 initial posts of other students in class, after everyone has had a chance to make an initial post. Third, each student is to make a minimum of two different meaningful replies 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.

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.

5) Big Ideas: Here you have a chance to reflect upon what you have learned in each module. Write a paragraph or two to share with the class.

6) Quizzes: A quiz can be taken any time during the dates in which a module is open, 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 76 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. Plan accordingly so that you are not taking all of the quizzes for a module at the same time.

7) Course Evaluation: 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 complete the official course evaluation. The "Certificate of Completion" must be uploaded to the correct Canvas "Assignments Page" in order to earn credit for your evaluation.

8) Wrap-Up Assignment: Reflect upon what you have learned in each module and write a paragraph about the major take-aways. This assignment is due before the final exam period (there is no final exam in this course).

PLEASE NOTE: THERE IS NO EXTRA-CREDIT OFFERED IN THIS COURSE, EXCEPT for the COURSE EVALUATION.

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 Cultural Diversity under “Connections.”

## **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?

Materials in the Start Here Module and other introductory modules: 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.

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.

Viewing PowerPoints: 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.)

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

Discussions: 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: Here is a chance to earn an easy 5 points for each module. Share your major take-aways with the class by writing in your own words what you have learned.

Quizzes: A major part of your course grade will be derived from several quizzes. Questions come from assigned readings, PowerPoints, media viewings, handouts (Canvas pages), discussions, Big Ideas, 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.

Access the textbook website for study materials: <http://www.lensofanthropology.com/>  
For each chapter, there is a practice quiz. Try it out!

Course Evaluation: 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. Extra-credit!

Wrap-Up Assignment: Before the final exam period, this assignment will be due. You will be asked to reflect upon what you have learned in the course and write about it in your own words. There are 5 questions that correspond to each of the 5 modules. There is no final exam in this course.

## **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 [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) 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/>).

## HOW MANY POINTS COMPOSE MY GRADE?

Assessment	Quantity	Value	% of Grade
Ice-Breaker	1 at 10 points	10	~1%
Course Form	1 at 10 points	10	~1%
Practice Quiz	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%
Wrap-Up Assignment	1 at 25 points	25	4%
<b>TOTAL</b>		<b>650</b>	<b>100%</b>

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?**

<b>CANVAS MODULE</b>	<b>DISCUSSION &amp; BIG IDEA</b>	<b>QUIZZES*</b>	<b>CHAPTERS</b>
<b>MODULE 1</b>	<b>Discussion 1</b>	<b>QUIZ- Chapter 1</b>	
	<b>Initial Post DUE: April 12, Friday</b>	<b>QUIZ- Chapter 2</b>	
		<b>QUIZ- Chapter 8</b>	<b>Chapters 1, 2, 8</b>
	<b>BIG IDEA 1 &amp; Disc 1 Replies are DUE: April 16, Tuesday</b>	<b>DUE: April 19, Friday</b>	

	<b>Discussion 2</b>	<b>QUIZ- Chapter 9</b>	
	<b>Initial Post DUE:</b>	<b>QUIZ- Chapter 10</b>	
<b>MODULE 2</b>	<b>April 26, Friday</b>	<b>QUIZ- Chapter 11</b>	<b>Chapters 9, 10, 11</b>
	<b>BIG IDEA 2 &amp; Disc 2</b>	<b>DUE:</b>	
	<b>Replies are DUE: April 30, Tuesday</b>	<b>May 3, Friday</b>	
	<b>Discussion 3</b>	<b>QUIZ- Chapter 12</b>	
	<b>Initial Post DUE:</b>	<b>QUIZ- Chapter 13</b>	
<b>MODULE 3</b>	<b>May 10, Friday</b>	<b>QUIZ- Chapter 14</b>	<b>Chapters 12, 13, 14</b>
	<b>BIG IDEA 3 &amp; Disc 3</b>	<b>DUE:</b>	
	<b>Replies are DUE: May 14, Tuesday</b>	<b>May 17, Friday</b>	

<b>MODULE 4</b>	<b>Discussion 4</b>	<b>QUIZ- Chapter 3</b>	
	<b>Initial Post DUE:</b>	<b>QUIZ- Chapter 4</b>	<b>Chapters 3, 4</b>
	<b>May 24, Friday</b>	<b>DUE:</b>	
	<b>BIG IDEA 4 &amp; Disc 4 Replies are DUE: May 28, Tuesday</b>	<b>May 31, Friday</b>	
<b>MODULE 5</b>	<b>Discussion 5</b>	<b>QUIZ- Chapter 5</b>	
	<b>Initial Post DUE:</b>	<b>QUIZ- Chapter 6</b>	<b>Chapters 5, 6, 7</b>
	<b>June 7, Friday</b>	<b>QUIZ- Chapter 7</b>	
		<b>BIG IDEA 5 &amp; Disc 5 Replies are DUE: June 11, Tuesday</b>	<b>DUE: June 14, Friday</b>
<b>WRAP-UP</b>	<b>---</b>	<b>Wrap-Up Assignment</b>	
		<b>DUE:</b>	<b>All Chapters</b>
		<b>June 17, Monday</b>	

\*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 or other assignment, 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, discussions, or other assignments, 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 assignments 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 assignment, 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?

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

## 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 [schedule](#). or [unofficial transcript](#). 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 cannot withdraw you from class – you must initiate this process. You can withdraw from class for any reason at any point UP UNTIL **Friday, May 24, 2019**. 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:  
[http://www.bellevuecollege.edu/policies/2/2450P\\_Withdrawal\\_from\\_a\\_Course\\_\(Procedures\).asp](http://www.bellevuecollege.edu/policies/2/2450P_Withdrawal_from_a_Course_(Procedures).asp).

## **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.