

Syllabus  
OHO 301  
Evaluation Procedure For Work Experience Classes at EKU

This handout describes the criteria and methods of evaluation which will be used in evaluating your grade in the work experience classes at EKU.

- I. The number of hours specified for each class shall be completed before a grade will be assigned.
  - A. OHO 301 - 3 hours of work per week for each hour of credit for 15 weeks or a total of 45 hours per credit hour.
  - B. Work Schedule must be arranged with Coordinator for specific area:  
Floriculture - Dr. Black                      Greenhouse - Melanie Billings  
Nursery - Mr. Knight                          Turf - Mrs. Hagan
  - C. If you are going to be absent (field trip, doctor's appt.) please provide 24 hour, in advance, written notice. Excused absences are subject to approval (Field Trips - University Excuse; Doctor's Appt. - Signed statement from Doctor). Excessive absences will affect your grade.
  - D. If you are ill and can not come in call, Secretary - #2228 or the Greenhouse - #3159.
  - E. **Required Class Meetings:** 12:20 - 1:10 p.m.

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Topic</u>
January 14	Friday	12:20	Course Introduction
February 25	Friday	12:20	Mid Semester Evaluation Review Work Log
May 2	Monday	1:00-3:00	Final Evaluation Review Work Log

**LAST DAY TO DROP THE COURSE - March 4, 2005**

- II. A daily record must be kept in the 301 Book located in Storage Bldg. The record should have daily hours worked and type of work performed. Specific work times must be recorded at the end of each work day.
- III. Work quality and performance will be evaluated by attached sheet from which the final grade will be determined by the faculty Coordinator.
  1. Absences are counted **DOUBLE** in point assignments. Both **absences** and **tardiness** will be considered when final grade is determined. Attendance at the Midterm & Final Evaluation is required for a completed grade and may influence the grade outcome.
  2. Tardiness will not be tolerated. You will be counted absent if you are more than 15 minutes late.
  3. **OHO 301 is a class.** You must be present during scheduled work times. Failure to attend scheduled times will result in a lower grade. The +/- grading scale will be used to further define your classroom performance.
  4. Students will be evaluated prior to mid-semester and notified of their performance by the faculty member in charge.
- IV. Professionalism is expected at all times. Appropriate attire with respect to the job and weather is required.

- V. Equipment Policy - All equipment (from hand tools to mowers) must be checked in & out through Melanie. This includes Students and Faculty. Equipment removed from the Horticulture Bldg. must be accounted for. Faculty should plan ahead and notify Melanie of equipment that will be removed after 4 p.m. for class projects.
- VI. Safety Policy - The location of eye washes, first aid kits and MSDS sheets will be shown by Faculty Supervisor.

## Agriculture Department Attendance Policy

Students in Agriculture/Horticulture classes are required to attend all scheduled class meetings. If students have a legitimate reason to be absent (personal illness, critical illness, death in their immediate family or participation in an approved University activity) they are expected to discuss it with the instructor prior to the anticipated absence and make arrangements for any make-up work that must be done. Completion of make-up work is the responsibility of the student. The instructor will judge the validity of the reason for an absence.

In case of an emergency of such nature that the above requirements cannot be met, the student should inform the instructor at the first opportunity after the student's return to the campus and should present adequate and documented reasons. Absences in excess of 20 percent of a class will automatically result in a failing grade unless this is waived by the instructor and department chair.

Students who have unexcused absences forfeit the right to do make-up work especially quizzes, exams and laboratories given that day.

Enforcement of this policy is the responsibility of the instructor. Unexcused absences may be used as a factor in determining a grade for the course.

### DISABILITY STATEMENT

**If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make an individual appointment with the course instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. If any student who is not registered with the Office of Services for Students with Disabilities has need of academic accommodations, please contact the Office directly either in person at SSB 361 or by telephone at 622-1500.**