MEMORANDUM TO BIOL 4848/6948 STUDENTS

Date: Spring Semester 2007
From: Chester R. Cooper, Jr., Ph.D., Course Instructor
Subject: Brief Introductory Notes to the Course

Welcome to the amazing world of fungal biology, otherwise known as mycology! I truly hope that you find this course to be a worthwhile and valuable educational experience. I am looking forward to helping you explore the wonders of this fascinating and critically important area of the biological sciences.

This memorandum is given to you in lieu of a printed syllabus for BIOL 4848/6948. The syllabus, as well other important course information, is posted at the following URL:

http://www.as.ysu.edu/~crcooper/biology-of-fungi.html

Please visit this web page as soon as possible and become acquainted with its content.

Throughout the semester, other documents and information will be posted to this site. For your convenience, some pertinent course information of immediate importance to you is described below.

Instructor Information

◆ My contact information is:

Office: Ward Beecher Hall 4015  Telephone: 330. 941.1361  E-mail: crcooper01@ysu.edu

◆ I have established scheduled office hours as indicated below. Excluding holidays, these hours are effective from January 16th through May 4th.

Mondays through Fridays: 11:00 AM – 12:00 PM; all other times by appointment

Please Note: I am not able to meet with students on a “drop in” basis. If you cannot see me during my scheduled office hours, please contact me about the possibility of setting an appointment to meet.

Required MyYSU Email Account

All electronic communications that I initiate with students enrolled in BIOL 4848/6948 will only be made using the University’s MyYSU Email system. All BIOL 4848/6948 students must establish their MyYSU Email accounts if they have not done so already. Please note that a MyYSU Email account does not have to supplant your current non-MyYSU Email mail service. A feature of MyYSU Email is that all incoming messages can be forwarded to another email account. Hence, you can retain your present services and still receive all communications from me.

Turnitin.com

Most writing assignments for this course must be submitted electronically to Turnitin.com, a web site that reviews all submissions for plagiarism. To begin the process of electronic submission, students need to login to Turnitin.com. To briefly summarize the process, students should point their web browser to http://www.turnitin.com. (Do not use the period ["."] at the end of this address.) Follow the process stated in the Turnitin Student User Guide to join my class, “Biology of Fungi”. The class/account ID is 1784807 and the
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join/enrollment password is “biol4848” ("biol" is all in lower case; the password is case-sensitive). Once you have established your account, you are now ready to submit copies of your take-home examinations, essays, etc.

Optional Score/Grade Posting Permission Form

If you wish to have your scores/grades posted periodically on the course web site, please go to the course web page and print the document “Grade Posting Permission Form”. Read and complete the printed document. Be sure to include your signature verifying that you have read this document and agree to its contractual contents. Return a completed copy of this document to me as soon as possible. None of your grades/scores will be posted until the document is in my possession. Please note, that you may revoke this permission at any time during the semester as indicated in the form

General Information

◆ I am not a “computer geek”. I cannot, and will not, answer questions or solve problems related to hardware/software failures regarding your computer or its ability to read the course web page.

◆ You will need Adobe Acrobat Reader to view some of the files posted on the BIOL 4848/6948 Home Page. The software for this reader can be downloaded for free by following the pertinent links at the following URL: http://www.adobe.com. (Do not use the period ["."] at the end of this address.)

◆ Graduate students should be aware that most laboratory exercises will require additional time spent in the laboratory outside their scheduled section.