Date: Summer Semester 2011
From: Chester R. Cooper, Jr., Ph.D., Course Instructor
Subject: Brief Introductory Notes to the Course

Welcome to the amazing world of medical 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 4849. The syllabus, as well other important course information, is posted at the following URL:

http://www.as.ysu.edu/~crcooper/4849Home.html (NOTE: The ‘H’ in ‘Home’ must be capitalized)

Please visit this web page as soon as possible and become acquainted with its content. You are REQUIRED to download, complete, and submit to me by July 8th the Syllabus Acknowledgement Form available on this web page. Your grade/scores will not be recorded until I have received this document.

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 3016  Telephone: 330. 941.1361  E-mail: crcooper01@ysu.edu

◆ I have established scheduled office hours as indicated below. These hours are effective from July 6th through August 10th.

Mondays and Wednesdays: 10:15 AM – 11:45 AM; 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 4849 will only be made using the University’s MyYSU Email system. All BIOL 4849 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.

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.