

PHYS103 Flu Emergency Plans: 2010

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Because many of us, including your instructors, may be out sick during this flu season we need some special plans for dealing with the problems that are likely to arise. Normally instructors cover for each other when they are sick, but that will probably not be possible when a substantial fraction of a department is out sick. In this class we are fortunate to have most of the material and class participation available online and will take full advantage of that availability if we have to.

If you are sick: *Do not come to class.* Make up the missed quiz points by using the online discussion forum.

If you miss an hour exam: *Do not ask for a makeup exam.* Your lowest hour exam grade is automatically replaced by your final exam score. In cases where two of your hour exam scores are much lower than your final exam score, I will replace them both.

If you miss the final exam: *Fill out an "Incomplete Grade Assignment" form.* The form is available online at

<http://www.enrollment.vcu.edu/rar/docs/IncompleteGradeAssignment.pdf>

and should be turned in to my mailbox in the Physics Department (Hallway 2400 at 701 W. Grace St.)

If class is cancelled: You will be notified through your VCU email. The email will also tell you which modules would have been covered in the cancelled class. **IMPORTANT:** You will **still** need to make up 100 quiz points for the cancelled class. Also, you are responsible for reading the material that would have been covered. The material will not be covered in later classes.

Making up for a cancelled class: You will need to make at least 10 contributions to our online discussion forum. A **special forum** will be set up covering the material in the cancelled class. There is a limit of 10 contributions per day that can count for credit. However in this case there will be two forums open, the regular one and the special one for the cancelled class, and you can, if you wish, contribute up to 10 to each.