

Academic Citizenship: Rules in the Classroom & Laboratory

Effective Spring Semester 2011

Section I. General Student Policy

In the governance of an NSHE institution, the President and the faculty rely chiefly upon the individual and collective self-control, a sense of honor and duty of the students. Students are expected to register promptly, to pursue their studies with diligence, to attend classes regularly and to show, both within and outside of the System, such respect for order, morality, personal honor, and the rights, both of person and property, of others as is reasonably expected of good citizens. [**Board of Regents Handbook, Title 4, Chapter 20, Section 1**].

Students are reminded to focus on their own academic and personal needs above all others' and recognize that there may be students attending courses who are registered with WNC's Disability Support Services office who receive alternate academic provisions/conditions. This is mandated by federal law, as are all students' right to privacy. Faculty are prohibited by law from discussing these students' needs as well as the academic records of any and all students (including minor students enrolled in college classes). Rumor-mongering (horizontal violence) is discouraged inasmuch as there is no way to confirm or reject student-generated rumors without violating each student's legislated right to privacy.

College/university students are, by law, adults. College/university courses in which students are enrolled (that are 100-level or higher and lack the "B" disclaimer) are college/university transfer courses. College/university transfer courses are adult courses – expect adult responsibilities, accountability, course content and workload, particularly those of you going into health care.

Academic integrity (<http://www.wnc.edu/policymanual/3-4-5.php>) is taken seriously at WNC and all NSHE institutions. Plagiarism in Dr. Carman's courses result in a student earning an "F".

Section II. Student Athlete Responsibilities

1. Students of an institution of the Nevada System of Higher Education who choose to participate in the institution's intercollegiate athletic program are considered to be representatives of the institution, and are in a position of high visibility to the community and therefore are often held to a higher standard of responsibility than non-athletes. Such students must accept the following responsibilities: (B/R 5/90)
2. In addition to meeting academic standards required of their peers, student athletes must make normal progress toward degrees as a prerequisite to athletic participation. (B/R 5/90)
3. Student athletes of the Nevada System of Higher Education are expected to demonstrate honesty and sportsmanship at all times. (B/R 5/90)
4. Student athletes are required to avoid involvement in receiving, arranging for or participating in the receipt of fraudulent academic credit. (B/R 5/90)
5. Student athletes cannot accept, use their positions in the athletic program to obtain, or be a party to the offer or receipt of compensation, exemptions, favors, gifts, inducements, privileges, preferences, services, allowances or advantages in violation of athletic department, institutional, Nevada System of Higher Education, regional athletic conference, or National Collegiate Athletic Association (NCAA) rules and regulations or federal or state law. (B/R 5/90)
6. Student athletes must cooperate at all times with, and may not provide false or misleading information to university, regional athletic conference, or NCAA officials. (B/R 5/90)

7. Student athletes are forbidden to use any substance listed by an institution of the Nevada System of Higher Education, and/or the NCAA as a banned drug or performance altering substance and are expected to adhere to the drug testing and educational programs of the institution and/or the NCAA. (B/R 5/90)
8. Student athletes must comply with Nevada state law that prohibits persons under 21 years of age from gambling or loitering in any premises where gambling takes place. Student athletes may not: (B/R 5/90)
 - A. Participate in any gambling activity that involves intercollegiate sports; (B/R 5/90)
 - B. Provide information concerning athletic competition to individuals involved in organized gambling activity; or (B/R 5/90)
 - C. Wager on, solicit or accept a bet on any intercollegiate team. (B/R 5/90)
9. Student athletes must comply with Nevada state law that prohibits any person who has not reached the age of 21 years from buying alcoholic beverages or consuming alcoholic beverages in premises where such beverages are sold. (B/R 5/90)
10. Student athletes must comply with the rules, regulations, and guidelines established by the athletic department, the institution, the Nevada System of Higher Education, the regional athletic conference, and the NCAA. (B/R 5/90)
11. Any violation of the above standards of conduct may result in suspension or dismissal from the athletic program or other disciplinary action as set forth by the athletic department, the institution, the Nevada System of Higher Education, the regional athletic conference of the NCAA. (B/R 5/90) [**Board of Regents Handbook, Title 4, Chapter 20, Section 6**]

Section III. Specific Thoughts

1. Come prepared to actively participate in class.
2. Faculty are acutely aware that study time put in by a student is second to class attendance for student success. Commit to 3 hours a night every day outside of class or lab to study for this course to optimize your success. This is a minimum amount of time. Some students need more study time.
3. Commit to finishing the course regardless of what life throws at you.
4. Lab supplies (more on individual syllabus) are as follow:

Necessary supplies besides goggles and lab coats (and dissection instruments for BIOL 223/4) to aid you in being successful in your academic endeavors: #2 pencils for exams; ink pens for recording data in lab; colored pencils for drawing (BIOL labs ONLY); your own stapler, a pencil sharpener (not all rooms have one); a non-programmable calculator (TI 30XA is ideal); a watch -- with a second hand preferable; with a timer is second best); clipboard for lab; lock for lab locker; you will also need four large Scantrons for CHEM, per person.
5. If you are unable to attend office hours, email Dr. Carman and be very specific about your question -- if you have a scanner, that may also be of great assistance in asking your question.
6. Study for your exams: they are college exams and challenging -- they are your opportunity to show me what you've learned -- at least 18 hours a week (3 hours outside of class/lab for every hour in class/lab) for lab courses -- students who do NOT prepare at least that much will suffer in their exam performance. For those taking non-lab courses, a minimum of 9 hours a week is expected. Note that these are MINIMUMS -- you may need more or you may need less (the latter is not recommended) to be successful.
7. Make certain you are up to speed in your background academically -- I do not remediate students who are not academically prepared for my courses. Carefully examine my course outlines

for the content that I expect you to bring with you into the course already knowing from previous courses.

8. There is nothing on your regularly scheduled exams about which discussion in lecture, lab or by way of homework has not occurred, i.e., every concept on the exams has been discussed one way or another throughout the course.

9. Chemistry Answer Keys are in Dr. Carman's office (304 CED) in folders. You may make an appointment to stop in and use them when checking your homework – you may also walk in without an appointment if Dr. Carman is available. Students may not remove the answer keys from my office for any reason. Copying the answer keys without understanding the solution leads to poor exam performance.

10. When working out homework problem sets, show all of your work neatly and mark your solution with a square or circle so that it's obvious.

11. **Official Course Language:** English.

If English is not your native language, you are strongly encouraged to take the TOEFL (Test Of English as a Foreign Language) or the TSE or SPEAK. Score for the former is recommended to be not less than 550; for the latter, not less than 55. The higher your score, the more likely your success in higher academics. In addition, an English dictionary and/or Yahoo! or Google will be of great assistance in aiding in your academic success.

12. **Minimum Reading Level Required:** Grade 14 in English.

If you are uncertain of your reading skill levels, it is highly recommended that you go to the Counseling Office at WNC and take a reading test to determine your reading level. The higher your reading skill level, the more likely your success in higher academics.

13. **Secondary Course Language:** Mathematics.

If you earned a minimum course grade in your highest Math pre-requisite course not less than a B, you will be more likely to be successful in BIOL and CHEM courses.

14. **Exams:** There are four (4) exams for CHEM. You are strongly encouraged to study a minimum of 3 hours a day, every day, outside of class, for these exams. Studying an appropriate amount will assure that you know what you know and that you don't know what you don't know.

- i. Each exam is cumulatively comprehensive, covering both lab and lecture (to include all problem sets, experimental questions and apparatus and MATH Primer); content/design is professor's choice.
- ii. Students need to purchase Scantron cards at the WNC Bookstore well in advance of the exam: four (4) large forms for CHEM. Do NOT bend, fold, staple, mark up or otherwise mutilate your Scantron card: an unreadable Scantron card (by the Scantron reader) is a zero ("0") score. No Scantron at exam time = no score (0). Bring number 2 (or equivalent) pencils and non-programmable calculator and appropriate Scantron card. Scratch paper is provided. Your name, date and exam form are to be entered properly in the little box on your Scantron form.
- iii. Note that the exams for Spring 2011 are a little different: the exams will be given in the classroom per the "Exam Content" web page during the regularly scheduled lecture periods.
- iv. There is no admittance after the exam has begun (doors are locked) and no exit during the exam. All students are expected to remain seated quietly throughout the duration of the exam so as to provide the quietest, least disturbing environment for each and every student.

- v. Upon completion of the exam time period, the exams are to be turned in, the Scantron cards turned in and the scratch paper turned in, used or not. No information regarding the exams may be physically removed and/or transported from the classroom.
- vi. Scantron cards will be returned, graded, to you when all exams have been scored and assessed. **The professor does not discuss or return exams as the exams are secure copyrighted exams for statistical purposes** much as are the ACS Chemistry exams, the SAT, the ACT, the MCAT, the PCAT, the GRE, the LCAT, the RN-CLEX, the USMBLE, ad nauseum. Studying an appropriate amount on your part will assure that you know what you know and that you don't know what you don't know. The only trick question on an exam is a question for which you haven't studied. Study!

15. **NO programmable calculators are permitted to be used during any CHEM exams in Dr. Carman's CHEM courses [TI-30Xa works just fine for these exams].**

16. Exam format is multiple choice, true/false, matching, cumulatively comprehensive, scores are reported as per cent values.

17. A "standard" student can expect that of the students who remain enrolled, and complete all the work assigned, in one of Dr. Carman's courses, on average 80% of the students who did not withdraw pass with a grade of "C" or better -- no promises, however, or guarantees are made or implied by this statement. Each class of students is different and brings different backgrounds and preparation with them. Your grade depends on your performance on these exams – which depends on your choice of amount of study time. You may use scratch paper (provided) for your calculations and turn it in with the Scantron card upon completion of the exam.

18. **Grading Scale: Per separate Web Page in "College Boot Camp".**

19. Dr. Carman does not "give" or "gift" grades or "promote for social reasons". The grade that is recorded on your transcript reflects the work you have completed and the points that you earned in this course. Study!

20. **Dr. Carman does not calculate your grade for you – use your pre-requisite MATH skills to do so.**

21. **SASASE Policy** – students wishing to receive their final exam score Scantron card need to bring an SASASE to the final exam with them. Otherwise, anything not recovered the day of the final exam by the student or mailed to the student from Dr. Carman by way of the US Mail will be disposed of appropriately.

22. **Make-Up Policy:** No make-up experiments or exams are available. **The only exceptions to this policy are provided by law and by NSHE Code:**

1. Military Personnel and State of NV Emergency Personnel on orders (bring copy of orders for excuse);
2. Disabled Students (MUST follow WNC's DSS Rules and Guidelines as per ADA);
3. Death in immediate family (first-degree family members only: Student's parents, Student's siblings, Student's children; Student's spouse; bring copy of death certificate – no certificate, no excuse);
4. Jury Duty (provide copy of court order).

23. If you fit one of these above criteria, it is your responsibility to coordinate alternative exam conditions with your professor and DSS.

24. **Inclement Weather Policy:** it is the responsibility of students enrolled in Dr. Carman's courses/classes at WNC-Carson City, but who do not reside in Carson City, to be in class on time if the institution is open for business, regardless of the weather. If the weather seems so bad as to interfere with/impede a student's safety, in order that the student not lose attendance points, the student will write a 5 page, single-spaced paper on the lecture topic[s] for each day not in attendance to be turned-in the day the student returns to class once the perceived weather hazard has passed as follows:

1. Proper grammar and spelling, including student's name, course and section enrolled in and the date[s] of inattendance, as well as the date of turn-in,
2. font size no larger or smaller than Times New Roman 12 pt,
3. 1" margins top, bottom, right and left,
4. no header's or footers,
5. paragraphs indented one tab on the first line, and
6. proper literature citations on the second page (using the American Journal of Obstetrics and Gynecology format), likewise following the same directions. Plagiarism results in a loss of 50% of the course grade points.
7. Not less than six (6) non-web-based references published within the past 5 years are required as a minimum number of citations.
8. Plagiarism on this or any other project will result in an "F" for the course per WNC's Academic Integrity Policy.

25. **FERPA of 1974:** Is to protect your privacy. This is Education's version of HIPAA (and that pre-dated HIPAA). Please adhere to it, i.e., if your professor is discussing something with a student give them the necessary space to discuss it in private. Hovering nearby, eavesdropping, is unacceptable behavior. See also "Boundaries" in the Glossary in "College Boot Camp".

26. Americans with Disabilities Act (ADA): Students coming through Disabled Student Services (DSS) are permitted different "things" for their coursework and exams. This is mandated by federal law. All involved people, e.g., faculty, staff, administrators, students [disabled or not] are required to follow it, as well as to follow and comply with WNC's DSS policies and procedures. If you see something involving other students that looks differently from your course/exam conditions, see FERPA of 1974. **If you are a student with a learning disability, it is your responsibility to contact WNC's Disabled Students' Services in Counseling to coordinate your needs.**

27. Make sure you know how to use your computer and the software efficiently and effectively.

28. Find someone in the class who will challenge you and begin a study group.

29. Get Notecards and use them.

30. Get lots of scratch paper and use it.

31. Ask questions when you don't understand the material, not as a delay tactic.

32. Make an appointment with me to seek assistance when you have difficulty!

33. **Office hours:** Are by 15 minute appointment (only) and are established to assist you in learning the material:

1. Dr. Carman's office phone number is 775.445.3246 – please speak clearly without mumbling if you must use the telephone. Dr. Carman's email address is carman@wnc.edu.
2. Dr. Carman's office hours schedule may be found in "College Boot Camp".
3. NOTE: Be aware that Dr. Carman shares his office with a part time faculty member who may also be holding office hours concurrently. Be patient and be quiet.

34. Please ask questions of Dr. Carman if you do not understand the material. **The format for questions in the classroom is to write your question down on a piece of paper and pass it to the person closest to the door. The last few minutes of class, Dr. Carman will pick up the questions and go through them before the period is over.** It may be necessary to delay responses until office hours or during lab or after class if the questions are too numerous or too cumbersome for the course content/level. Remember, though, **there is no learning that goes on in the classroom: it occurs at home as you are doing copious amounts of homework and studying.** Try it first, then contact Dr. Carman. Email (see Email Policy) works almost as well to ask questions if you are unable to make it to office hours. Office hours are not a re-run of lecture. You are limited to one 15 minute office hour appointment per day unless there is more time available.

The format for lab, of course, is to either raise your hand, come to the lecture bench or holler as needs be to receive assistance. If Dr. Carman is helping someone else, he won't hear your hand going up.

35. Make certain that you have a study place where no one will disturb you.
36. Make certain you know where the library is and use it. There will be many times you will have to look things up for yourself -- there are specific books in the library at WNC for that purpose. There will be reading assignments throughout the semester that are testable.
37. Seek out your peers -- you will learn more from them than from your professor. Remember: you can't soar with eagles if you fly with turkeys! Find someone who will challenge you during studying.
38. Most importantly: make sure this is what you really want to do -- if it's not, you'll find it a remarkably unhappy experience.

Section IV. Student Health, Safety and Hygiene Issues

1. Health problems: Dr. Carman needs to know if you have a chronic health problem so that your time in lab will be safe and productive. This also includes pregnancy because of the chemicals used in these labs; especially in the cadaver lab.
2. Students at WNC MUST be self-insured for health insurance. Students are NOT covered by any sort of "umbrella" insurance in the event of an injury by any entity at WNC. It is the student's responsibility to purchase health insurance on their own or through the Business Office at WNC.
3. Should you get injured in the lab and emergency assistance is needed by way of an ambulance, the student and/or his/her insurance provider is responsible for the costs thereof, not WNC.
4. The use of alcoholic beverages and recreational drugs in class is strictly forbidden! Additionally, the use of such agents puts every student and Dr. Carman in danger in the lab. You will be dropped immediately from your current class and be permanently barred from taking classes from Dr. Carman if you come to class/lab inebriated or under the influence of drugs. Dr. Carman has zero tolerance for alcohol and other drug abuse!
5. In response to past student complaints, each student is asked to come to class wearing clean clothes and having taken a shower. Your cooperation is appreciated.
6. If you are female and pregnant or contemplating pregnancy during the time you are enrolled in any of Dr. Carman's A&P classes, you will need to speak to your health care practitioner and have him or her provide a written statement on his/her letterhead or Rx sheet to Dr. Carman from him or her indicating whether or not you may be exposed to formaldehyde (i.e., that you may dissect cadavers) in the cadaver lab. There are those practitioners who feel it's harmless and those practitioners who feel that it's harmful to the developing fetus.
7. Male facial hair is a unique issue. In the healthcare industry, the standard is "neatly trimmed". All males with facial hair will make certain their facial hair fits this criteria. If there is any confusion about an appropriate length of facial hair, look to your professor for guidance in that area. Men with hair of long length will put it up in a ponytail as would be expected of a female student with hair of that same length.
8. Students enrolled in Dr. Carman's Biology and Chemistry lab courses will wear their own safety goggles and buttoned lab coat at all times in the lab. Failure to wear your goggles and lab coat will result in your being asked to leave the lab and receive a "0" for that day. No exceptions. Goggles and lab coat are to be purchased at the WNC bookstore. **To care for your goggles, wipe them off with a soft cloth or tissue, then place them in a zip lock bag and restore them to their box for transport -- this prevents scratching and will prolong the life of your goggles. To care for your lab coat, carefully wipe off anything you may have spilled on it in lab, dry it off as best as you can, fold it and place it in a zip-lock bag for transport between car and building. BOTH items must be worn properly for admittance into the lab AFTER the first lab session. This is non-negotiable. For more info, refer to Dr. Carman's FAQ page.**
9. Pants, trousers, jeans, whatever you call them, are to be worn properly in the lab -- not down around your knees.

10. There is to be no sitting on the Flammable Cabinets or on the lab bench tops in the lab. This just makes sense. In labs where sitting is necessary, Dr. Carman will provide appropriate surfaces.

Section V. Miscellaneous Statements

1. There will no longer be permission for any students other than those coming through Disabled Student Services (DSS) to bring and use any recording device in Dr. Carman's courses. The lecture notes are in front of you and are gone over very thoroughly in lecture. Clarifications may be made in class, between lectures on breaks, in office hours or by email. Dr. Carman is aware of those students who come through DSS -- students observed using these devices who are NOT there courtesy of DSS will be invited to turn them off and put them away and not bring them to class, again, **with a loss of 100 points per incident.**

2. When coming in to take an exam in one of Dr. Carman's courses, bring only #2 pencils, TI-30Xa-type calculators (NO programmable calculators) and Scantron cards. The student is responsible for caring for the Scantron cards the remainder of the semester: do not bend, fold, curl, staple, mark up or otherwise mutilate them. **These Scantrons need to be in pristine condition as they will NOT be hand graded as a result of student mis-handling.**

3. Save talking with your classmates for breaks or during lab AFTER the pre-lab lecturette – not on Dr. Carman's time, i.e., refrain from talking in class and pre-lab lecture to your classmates, i.e., do not disrupt the class (See also "Respect" in the Glossary in "College Boot Camp"). Your classmates:

a) can wait until after class to talk with you,

b) and you have paid for the course and it's to everyone's advantages to get your and their money's worth in a safe, quiet and collegial atmosphere and

c) and you have more than enough to keep yourself occupied with your note taking if you're paying proper attention in lecture and pre-lab lecturette.

d) Students who appear to be in crisis will be referred to the WNC Dean of Student Services or the WNC Crisis Intervention Team, as necessary, per NSHE Code.

4. Brothers, sisters, spouses, significant others, boyfriends/girlfriends, whatever you call yourselves, need your own books and/or downloads. Please do not work together in the lab or sit close together during exams -- it reduces inter-personal friction.

5. **Letters of Recommendation:** May be provided at a student's request. A FERPA of 1974 statement must be signed by the student ahead of time (from Admissions and Records; copy provided to Dr. Carman). These letters are based off of course performance, classroom/laboratory observations and interactions between the student and his/her peers and his/her professor. Citizenship plays as big a role as academics in these considerations, i.e., if you have need of constant reminding to follow rules ...

6. Dr. Carman reviews EMAIL regularly. See his policy on returning emails linked on the main page of his website.

7. **Email:** You are welcome to email Dr. Carman for assistance – be specific in your inquiry: if need be, scan your trouble and email it as a jpeg attachment; or send it as a Word Equation saved as a "pdf".

8. **Email Policy:** To reduce confusion regarding unsolicited and/or undesirable email, please make sure your email address is formatted in the following manner:

1. "Oliver P. Shagnasty<myemailaddress@server.com>".

2. The name MUST match with a student's name on Dr. Carman's rosters. Failure to format your email address properly will result in a non-response.

3. In the Subject line of your email, you must begin it with “DEPT ##### Section Question”, e.g. “CHEM 121 CO4 Question”.
4. Failure to format the Subject line properly will result in a non-response.

Section VI. General Lecture Comments

1. **Classroom Behavior:** Mandated by the Board of Regents and clearly published in the Board of Regents Handbook and the WNC Online Catalog. **Students are expected to read these policies and behave in accordance and compliance with those Rules and Regulations.**

2. It is recommended that if you begin a sequence of courses with one instructor/professor that you complete the course sequences with that same instructor, e.g., CHEM 121/122, BIOL 190/191 and BIOL 223/224. Each instructor teaches each class a bit differently than other instructors who teach the same material, whether it be at WNC or UNR or any other institution. This is only a recommendation: the faculty at WNC recognizes and validates each student's right to choose his or her instructors/professors as he or she desires.

3. Dr. Carman lectures very quickly. As a result of Dr. Carman's rapid lecture style, he has placed classroom supplementary material online to make your class time less stressful. When Dr. Carman was enrolled in these equivalent courses some 30+ years ago, students were expected to get the notes as the professor lectured -- regardless of lecture speed. The supplementary information was prepared as a very rapid service to and for the student. Dr. Carman appreciates your patience and effort with this ongoing project. Furthermore, Dr. Carman starts lectures on time; the course ends on time, as well. You are expected to be on time -- just as you are at work. While the schedule in between day one and the last day of the course gets a little muddled, we will finish as we are supposed to.

4. It is strongly recommended that you bring your lecture downloads to class with you every time – it is not an absolute requirement, however. Laboratory experiments must be in hard copy (paper) form and with you when you walk in to lab. Be sure to down load everything as soon as possible to prevent coming up short at the last minute.

5. If you are NOT on the official roster, you are not enrolled in the course. It is the student's responsibility to make sure they are enrolled and have paid for the course in order to obtain a grade in this semester -- failure to do so will result in your re-taking and paying for that course at a later date. You will NOT receive a grade if you are not enrolled or if you have not paid your fees for this course.

6. Fee Payments: Make certain they are paid.

7. Reading assignments will be assigned in lecture and are the responsibility of the student to complete. These assignments are expected to be completed and are testable.

8. Make certain to attend the first day of class. To miss that class is to miss important information. It is up to the student who doesn't attend day 1 to get the information from fellow classmates. It's ALWAYS critical to attend the first class!

9. Emergency Faculty Coverage Policy – in the event that someone is needed to step in to cover Dr. Carman's courses for a prolonged period of time, students are expected to follow through in a cooperative, adult manner with the covering individual without complaint and to comply with all articles of academic freedom as set forth in the NSHE Code, covering, but not limited to, the use of the incoming person's lecture note style/format and exam format.

1. If the covering occurs early in the semester (within the first 2 weeks of the semester) for the remainder of the semester, it may be necessary for students to obtain different textbooks and lab experiments.
2. If the covering occurs late in the semester (in the last 2 weeks of the semester) for the remainder of the semester, it will be necessary for the covering faculty member to continue using the texts/experiments currently under use for the remaining time of the semester. Lecture notes are the choice of the covering faculty member per NSHE codified academic freedom definitions.

3. If the covering occurs approximately mid-way in the semester, it is expected that students retain their current textbook and experiments while the covering faculty member uses his/her own lecture notes/formats in as expedient a manner as necessary to complete the course work on time and within NSHE/WNC guidelines as best as possible and with as little interference as possible.
4. All parties, i.e., students, covering faculty person and administrators, need to retain as much flexibility as possible so as to provide the students with the best possible academic preparation keeping an eye to future coursework for optimal success, i.e., the covering faculty person is the person who has the most information in the classroom and needs, of necessity, to have the responsibility and ability to make scheduling changes as necessary to complete the work in a timely manner.
5. If the period of time that Dr. Carman is absent from class does not exceed a week, labs will be completed as rescheduled upon his return; lectures will be kept up with by the students using the web-based lectures. Dr. Carman will use the website and email to maintain contact with students during this short time of absence.

10. Since you are paying for this class (for a 4 credit lab class with a \$40-\$50 lab fee, you are paying about \$300), Dr. Carman urges you to plan your schedule in such a manner that you will be present for the whole of lecture and plan enough time to complete the lab exercises in lab. While the lab period is 3 hours long, not all lab experiments take the complete 3 hours. Each experiment is different and each student works at a different pace. Plan your day accordingly -- to miss any part of lecture or lab is to miss testable and useable material for your profession: be on time and stay for the whole of lecture and lab.

11. Since YOU are paying for this course of study out of your pocket (YOU pay taxes for Financial Aid to be made available, hence, out of your pocket, too), consider the following: taking a 4 credit lab course one time costs you \$300, more or less, and one semester of your life; taking it a second time costs you \$600, more or less, and a second semester out of your life; taking it a third time costs you \$900, more or less, and a third semester out of your life. This does not count the cost of gas to drive to the college, nor does it take into consideration child care costs or the loss of income to yourself. My point: get it done well the first time and keep moving forward in your life -- laterals waste time and energy otherwise well spent on other efforts.

12. Next to copious amounts of appropriate studying, attendance is the single-most important predictor of student success. The Board of Regents Handbook [Title 4, Chapter 20, Part A, Section 3, Paragraphs 1 and 2] does not recognize absences of an official nature other than for specific religious holidays.

13. Attendance: It is your responsibility to be in attendance in every lecture and laboratory period. Data shows very clearly that those students who are present for, and participate constructively in, every class/lab do better than those who are, and/or do, not. If you are unable to be in class or lab make certain that you discuss with your classmates what you missed. **After the first week of classes, students who are more than 15 minutes late to lecture will be docked 100 points per incident; the same applies to lab. The only exception is listed in the Inclement Weather Policy, above.**

14. Dr. Carman does NOT give exams ahead of time or as make-up exams. In other words, the only time to take the exams is when they are offered in the classroom. NO exceptions other than for students enrolled via DSS or students in the military on orders or as indicated above. In addition, it is the student's responsibility to read the semester schedule to know when the exams are and when the final exam for the course will be given. It is the student's responsibility to be in the classroom on that day for the exam or take a zero for the exam; schedule flights, weddings, vacations and trips away from exam dates – final exams or otherwise -- to optimize your success in this class. Please do not ask for an exception as the answer will be "no". Dr. Carman reserves the right to adjust this policy for matters of a life or death nature -- documentation may be required from the student.

15. Electronic Policy: With the exception of non-programmable calculators and book lights (for lecture), NO electronic items may be used in the classroom, i.e., leave your laptop computers, iPhones, iPods, Blackberries, cell phones, cameras, recorders, GPS', laser pointers, etc., locked in the trunk of your car when you come to class. Should you "forget" and bring these items to class with you, turn them OFF, put your name on the items and put them at the front of the room. You may pick them up on your way out of class. WNC is not responsible for any items lost or stolen: you are strongly urged to lock these items in the trunk of your vehicle for your own security.

Failure to comply with either option given, above, results in a loss of 100 points for each violation.

16. **Brimmed Hat Policy:** Brimmed hats are not permitted in Dr. Carman's classes or labs. **100 points loss per each violation.**

17. If you are receiving financial aid and are NOT attending class and/or are not passing the class, do not ask Dr. Carman to sign your financial aid forms: it won't happen.

18. **Late assignments are not accepted in any form -- including fax or scans. Turn assignments in on paper wherever they are due and be on time – do not ask for extensions.**

19. If a student is caught cheating, Dr. Carman will remove the student from the class with a grade of "F". There will be NO negotiations on this either between Dr. Carman and the student OR between Dr. Carman and any counselor.

20. **Attitude:** A positive mental outlook will be of greater help to you than a negative one. Students who look to help themselves in a positive manner are far more likely to seek the help they need (and get the help they need) and be more academically successful than those who do not have a positive attitude and do not seek out help.

21. **Horizontal Violence:** All students are expected to have read and understood the Horizontal Violence Seminar on Dr. Carman's website ... and not practice horizontal violence, directly or by proxy.

22. Read the Syllabus ahead of time so that you are prepared for the activity for the day.

23. Arguing with your instructor is discouraged: NEGOTIATE!

24. **Personal Problems:** Please go see one of WNC's counselors, contact the Dean of Student Services, John Kinkella, or a mental health professional of your choice if you have personal problems that are interfering with your studies. Dr. Carman will be happy to make a referral within WNC's Counseling Offices for you if need be.

25. **Academic Problems:** This is what faculty do. Let us help you help yourself. Do not get behind in your studies or your comprehension. **Getting help after an exam is not helping yourself – get helped before you're in too deep and are beyond help.**

26. **Tutors:** May be of help to you, as well. Remember, though, the tutors are only there to assist you: your professor is the one who teaches the material to you and records your grade. If a tutor is not able to assist you, you'll have to see Dr. Carman in office hours, in lab or by email. Should you choose the latter, be very specific with your question: either scan it and send it as a jpeg attachment or use the equation editor in Word and send it as a ".pdf" document. In addition, you must play your part in learning the material in order to master it and earn the grade you need to advance.

A. Tutors may be available in the Academic Skills Center (ASC) at WNC.

B. Tutors do NOT record students' grades.

C. Your right to go to the tutors at the ASC is validated.

D. Caveat emptor!

27. Dr. Carman does NOT give "I's" with the exception of extreme cases; these cases are determined at Dr. Carman's discretion. Finish what you begin.

28. Dr. Carman recognizes your right to audit a class at WNC, however, Dr. Carman does not encourage students to audit his classes.

29. If you don't believe that your grade was arrived at per the specific guidelines, and providing you and Dr. Carman have discussed and attempted to resolve the issue beforehand, you may appeal your grade if you and Dr. Carman were unable to reach what you believe is a reasonable outcome.

Be aware that the first documents any grade appeal committee will look at are the syllabus/outline/rules for the course when considering your matter.

30. All students are treated the same regarding course and grading policies.
31. Exams are given per syllabus. When you have completed your exam, turn in the exam (if one was issued), the Scantron card and all scratch paper you used for the exam to your professor as directed. You will receive your graded Scantron once all exams have been graded and assessed. No exams are returned for review.
32. Dr. Carman recognizes your right to take courses at multiple institutions. It is the student's responsibility to make certain that any conflicts that arise between institutions' scheduling are resolved in such a manner that conflicts do not spill over into classes/lectures/lab periods at another institution, i.e., missed labs, lectures and exams will be made up as prescribed, above, without regard to the scheduling conflict from another institution. Conflicts of this sort may be minimized by utilizing each institution's semester schedule and a calendar ahead of each semester.
33. Dr. Carman recognizes that students have to work to pay their bills and to go to college. Dr. Carman held 4 part time jobs to get through school and drove 50 miles a day for his AA in chemistry and 100 miles a day for his BA in chemistry. Dr. Carman scheduled his days in such a manner that he would not miss exams. Please schedule your education in a manner that will optimize your success with minimal conflicts.

Section VII. Laboratory SAFETY RULES

1. Read your experiments prior to coming to lab.
2. In the event that you have religious or personal beliefs that prohibit you from dissecting either human cadavers or animal cadavers in the course of your lab experience in Dr. Carman's courses, plastic models are available to assist you in an alternative experience. No one is forced to dissect should s/he choose not to. Do be aware that if you are one of these individuals and if you are looking to attending any school of Medicine, Nursing or any Allied Health profession that plastic models put you at a distinct academic advantage in clinical coursework where you will have to care for live subjects.
3. **When you have completed your experiments, make certain to obtain Dr. Carman's initials on your experiment – no initials, no grade.**
4. Experiments are to be turned in upon entry into the ACS exam – bound in a folder in order – for full credit, they must be 100% complete; one experiment incomplete results in a loss of 30 points; two experiments incomplete results in a loss of 60 points; three or more incomplete experiments results in a complete loss of points.
5. NO food (includes water, candy, chips, Chapstick, Lip Gloss, ad nauseum) in the lab.
6. Students enrolled in Dr. Carman's lab classes need to bring a padlock with them for every lab period (and take it with them after lab is over each day -- otherwise, it will be cut off) to secure their belongings in lockers in the hall across from the lab. Please remember that the lockers have limited space and that careful planning will assure you that your belongings (coat, purse, books, water bottles, ad nauseum) will be secure, i.e., suitcase-type book bags will not fit in the lockers and are not permitted in the lab.
7. Fall 2006: The first theft out of the lockers occurred -- LOCK your locker! Fall 2008: The Second theft occurred – LOCK your locker!
8. Long hair needs to be put up out of the way. However you do this is your responsibility.
9. Wash lab benches with disinfectant and paper towels before you start your experiments.
10. Wash your hands after you've washed your lab bench area.
11. There will be NO lab stools in the lab area: they are fire hazards.

12. Fire extinguishers are located in three places in the lab: by the shower, by the exit and on the lecture desk.
13. A fire blanket is located in the red cabinet marked "Fire Blanket". Remember to stop, drop and roll.
14. Eye wash stations are located at each sink in the lab as well as in the emergency shower.
15. If you spill a caustic chemical all over your clothes, you **MUST** immediately jump in the shower and remove all clothing. There is now a curtain on this shower for your modesty and the water is ice cold.
16. In the case of lab evacuation, all lab students will walk in an orderly fashion to the exit and leave the building. Leave your personal belongings where they are.
17. The only items to be out on the lab benches, besides your necessary lab supplies, are your lab books and pens and (colored pencils for sketching in BIOLOGY courses ONLY; #2 pencils MAY be used to label test tubes in all lab courses as the test tubes are made for that purpose).
18. **Anything that has to be entered in your lab experimental/data sheet[s] during your lab period MUST be entered in INK!** Sketches in biology lab experimental sheets may be entered in pencil (colored if you wish). Failure to complete the necessary portions of your lab data sheet in ink on the day of the experiment shall result in a grade of "0" for that day. **You may not leave lab for the day until you have had your experimental data checked (signed) off by Dr. Carman. Failure to have it checked off (initialed) results in a "0" for the day's work.**
19. It is the student's responsibility to have his or her experiments printed and with them for and during each lab experiment. **Failure to have done so will result in a zero (0) for the day's lab work.**
20. Dispose of ALL waste as directed by Dr. Carman.
21. Wipe all spills – Dr. Carman cares NOT whose spills they are – clean ‘em up!
22. Wipe off all bottles after use; replace lids and stoppers immediately after using them; do NOT hand the bottles to your buddy without a lid or stopper: he or she is a grown up and can handle taking them out/off.
23. Report ANY injury to Dr. Carman.
24. Sandals, open-toed shoes, clogs of any nature (including, and especially, croc’s), open-heeled shoes, Keen-type sandals, Mary-Jane’s, fluffy slippers, flip-flops, basket-weave styles are not allowed in the lab. Wear tennis shoes or boots or the like that will provide continuous, wrap-around coverage of your feet. You will be sent home if you are not wearing proper foot protection – if you live close enough, you may return to complete the experiment for the day, otherwise, it’s a "0" for the day. The only exception to this is if you have an injury that requires you to wear a cast, splint, brace or improper shoes due to injuries/wounds of the lower extremities -- a Physician's, Nurse Practitioner's or Physician Assistant's note is required if your injury is not obvious. You will be placed out of the way in the lab to minimize normal lab traffic flow disruption.
25. Rinse your glassware at the end of the day and place it in the dishwasher at the front of the lab.
26. Throw paper towels in the trash; turn off hot plates.
27. Wipe off all metal utensils and equipment you’ve used.
28. Move no electronic equipment.
29. Wash your lab bench with disinfectant and paper towels when you’ve completed your lab experiments.
30. Make no other plans during the time allotted for your experiments: 3 hours.

31. Wash your hands as you leave for the day, THEN pick up your items at the front of the lab as you leave.
32. Wash your hands when leaving to take, or are returning from, a break.
33. Perform no unauthorized experiments.
34. If you're not sure, ask Dr. Carman.

Rules for Being An Academically Successful Student Citizen in the Classroom and Laboratory Signatory Page

Submit this page (only) signed and initialed (in blanks), below, keeping a copy for yourself, to Dr. Carman at the beginning of the second week of the semester for the course in which you are enrolled. Failure to submit this assignment ON TIME will result in a loss of 50 points. No excuses or exceptions!

_____ I have read, I understand and I agree to follow the above rules, the FAQ's and the Horizontal Violence Seminar and I have a copy of the same for/in my records.

_____ I have read, understand and agree to follow WNC's Academic Integrity Policy as linked to this main document on page 1.

_____ I have read, understand and will abide by the exam return policy for this course.

_____ I have read through and understand the web pages linked though "College Boot Camp" on Dr. Carman's website.

_____ I am aware that there are pre-requisite courses to this course and that I have either completed them prior to taking this course or am aware that the lack of academic preparation on my part is my responsibility as is the grade I earn based on that lack of educational background material.

_____ I am aware that I need to study at the very least, the minimal times indicated in this document to be successful in this course and that it is my responsibility to put in that time. I commit to studying a minimum of 3 hours a night every night of the week for this course and to completing this course, this semester.

_____ I understand, and agree to abide by, the rules of this course as spelled out by the documents linked to each course syllabus.

_____ I understand that if these rules are violated, I may be removed from the course at the professor's discretion and may not have the option of rejoining the class at the professor's discretion.

_____ I understand that I may leave this course and Internet (Web-Reg) withdraw from this course through the last day of the semester, exclusive of Final Exam Week, i.e., the student may not withdraw from a course during final exam week – ONLY during the regularly scheduled fifteen (15) lecture weeks.

_____ I understand that when new material or methods are presented by the professor for this course that there will be errors. Errors are dealt with as they come up. The student NEVER pays for the professor's errors in this course or on the exams in this course when brought to light.

_____ I understand that it is my responsibility to possess and have read the current semester schedule and course schedule web pages and am aware of the dates of all of the exams in and for this course and that that [those] dates are non-negotiable.

_____ I understand that if I am not enrolled in and if I have not paid for this course that I will NOT receive a grade in this course at any time for this semester. I understand that I must be enrolled and have paid my fees in order to earn/receive a grade in this course.

_____ I understand the ramifications of having and using unauthorized electronic equipment in the classroom and laboratory and that the ramifications may also include my leaving the course.

_____ I have read and understand and agree to abide by Dr. Carman's Laboratory Safety Rules.

I have read, I understand, I agree to follow the above rules and I have a copy of the above rules for my records.

Student's Printed Name: _____; Student's Signature: _____

DATE: _____; Course and Section Student Enrolled in: _____