

4
5 **Section III. Student Responsibilities for Academic Success Inside and Outside the**
6 **Classroom**

7
8 **Classroom Behavior:** Mandated by the Board of Regents and clearly published in the Board of
9 Regents Handbook and the WNC Online Catalog. Students are expected to read these policies and
10 behave in accordance and compliance with those Rules and Regulations.

11
12 If you are receiving financial aid and are NOT attending class and/or are not passing the
13 class, do not ask Dr. Carman to sign your financial aid forms: it won't happen.

14
15 Late assignments are not accepted in any form -- including fax or scans. Turn assignments
16 in on paper wherever they are due and be on time – do not ask for extensions.

17
18 Save talking with your classmates for breaks (or during lab AFTER the pre-lab lecturette)
19 – not on Dr. Carman's time, i.e., refrain from talking in class and pre-lab lecture to your classmates,
20 i.e., do not disrupt the class. Your classmates can wait until after class to talk with you: you and
21 your classmates have paid for the course and it's to everyone's advantages to get your and their
22 money's worth in a safe, quiet and collegial atmosphere. You have more than enough to keep
23 yourself occupied with your note taking if you're paying proper attention in lecture and pre-lab
24 lecturette.

25
26 Students who appear to be in crisis will be referred to the WNC Dean of Student Services,
27 as necessary, per NSHE Code.

28
29 Brother, sisters, spouses, significant others, parents/children, boyfriends/girlfriends,
30 whatever you call yourselves, need your own books and/or downloads. Please do not work together
31 in the lab or sit close together during exams -- it reduces inter-personal friction.

32
33 Make certain your security settings on your social media are set to "Friends Only" – you'd
34 be amazed how many students show up un-secured and writing the darnedest things!

35
36 It is recommended that if you begin a sequence of courses with one instructor/professor
37 that you complete the course sequences with that same instructor, e.g., CHEM 121/122, BIOL
38 190/191 and BIOL 223/224. Each instructor teaches each class a bit differently than other
39 instructors who teach the same material, whether it be at WNC or UNR or any other institution.
40 This is only a recommendation: the faculty at WNC recognizes and validates each student's right
41 to choose his or her instructors/professors as he or she desires.

43 Dr. Carman lectures very quickly (see FAQ page). As a result of Dr. Carman's rapid lecture
44 style, he has placed classroom supplementary material online to make your class time less stressful.
45 When Dr. Carman was enrolled in these equivalent courses some 30+ years ago, students were
46 expected to get the notes as the professor lectured -- regardless of lecture speed.

47
48 The supplementary information was prepared as a very rapid service to and for the student.
49 Dr. Carman appreciates your patience and effort with this ongoing project. Furthermore, Dr.
50 Carman starts lectures on time; the course ends on time, as well. You are expected to be on time
51 (the class room door is locked during class to minimize interruptions and external distractions; no
52 one is locked inside the classroom, only from accessing the classroom from the outside during
53 class) -- just as you are at work. While the schedule in between day one and the last day of the
54 course gets a little muddled, we will finish as we are supposed to.

55
56 While it helps to bring your lecture downloads to class (lecture) with you every time, it is
57 not required. It does help with your note taking. Laboratory experiments must be in hard copy
58 (paper) form and with you when you walk in to lab (print no more than 2 pages per sheet of paper
59 for lab experiments). Be sure to download everything as soon as practicably possible to prevent
60 coming up short at the last minute: my website service provider (WSP) is in Florida and power
61 outages do occur down there that impact everyone up here.

62
63 In addition, sometimes Charter doesn't "like" my pdf's – be patient and keep trying (I use
64 Charter at home, too, and have the same issues). Furthermore, Chrome has difficulties with pdf
65 files: you may need to use Internet Explorer, FireFox (rumor has it that FireFox may be updated
66 to act more like Chrome: word) or Edge for faster downloads.

67
68 Read Lectures and Experiments ahead of time so that you are prepared for the activity for
69 the day.

70
71 Reading assignments will be assigned in lecture (or on Dr. Carman's website) and are the
72 responsibility of the student to complete. These assignments are expected to be completed and are
73 testable.

74
75 Make certain to attend the first day of class. To miss that class is to miss important
76 information. **It is up to the student who doesn't attend day 1 to get the information from fellow**
77 **classmates.** It's ALWAYS critical to attend the first class!

78
79 Dr. Carman recognizes your right to take courses at multiple institutions. It is the student's
80 responsibility to make certain that any conflicts that arise between institutions' scheduling are
81 resolved in such a manner that conflicts do not spill over into classes/lectures/lab periods at another
82 institution, i.e., missed labs, lectures and exams will be made up as prescribed, above, without
83 regard to the scheduling conflict from another institution. Conflicts of this sort may be minimized
84 by utilizing each institution's semester schedule and a calendar ahead of each semester.

85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125

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 110 miles a day for his BA in chemistry. Dr. Carman scheduled his days in such a manner that he would not miss class, lab or exams. Please schedule your education in a manner that will optimize your success with minimal conflicts, i.e., make your education your top priority.

Since you are paying for this class (for a 4 credit lab class with a \$40-\$50 lab fee, you are paying somewhere around \$410), 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.

Since YOU are paying for this course of study out of your pocket (YOU pay taxes for Financial Aid to be made available for students, hence, out of your pocket, too), consider the following:

taking a 4 credit lab course one time costs you around \$438 in tuition and fees, more or less, and one semester of your life;

taking it a second time costs you \$876, more or less, and a second semester out of your life;

taking it a third time costs you \$1314, 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.

In addition, each semester, as a result of assessment analyses or implementation of new transfer agreements or the addition of new technology, there can be substantial changes to the course content. The 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.

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.

Dr. Carman does NOT record "I's". Finish what you begin or "W" from the course (See "W" policy).

126 **Auditing:** Dr. Carman recognizes your right to audit a class at WNC, however, Dr. Carman does
127 not encourage students to audit his classes. Dr. Carman encourages students to commit to
128 completing the course for a grade. Generally speaking, past students who withdrew (W) or took
129 “walk-away F’s” most likely would have passed the course. **Not everyone will earn an “A”:**
130 **that depends on you and the effort you’re willing to put into learning the information and**
131 **owning it.**

132
133 Auditors are also referred to as “hearers” at some institutions.

134
135 Because WNC is now funded by the State Legislature in a different manner
136 than in the past, i.e., not based on who starts a course or program, rather who
137 finishes a course/program with a grade (AU is NOT a grade), the following applies
138 in Dr. Carman’s courses:

139
140 Auditing a course allows a student to take a class without the benefit of a
141 grade or credit for a course. A student who audits a course does so for the purposes
142 of self-enrichment and academic exploration. These students are expected to
143 follow the same rules as traditionally enrolled students: to leave the classroom as
144 directed if unable to follow the rules of the course.

145
146 Students who audit must meet the minimum course pre-requisite with a grade of
147 “C” or better. No previously audited course meets this criterion.

148
149 Dr. Carman’s courses are offered for audit ONLY on a space-available basis with
150 the approvals of **both** the professor of the course and the Academic Director in the Division
151 of Liberal Arts [and Sciences] at WNC.

152
153 The College encourages students to “AU” instead of “W” as that doesn’t negatively
154 impact funding for the college like a “W” does.

155
156 An auditor is considered a passive learner and may not recite (participate)
157 in class discussions, participate in lab experiments or take examinations, but is
158 expected to attend classes with reasonable regularity.

159
160 **Students who audit a course are required to pay tuition and fees as though the**
161 **course was being taken on a credit basis.**

162
163 Students **may not** audit courses in their major or courses they wish to take at a
164 future date in their major department.

165 **Audit courses carry no academic credit, do not fulfill degree requirements, and may**
166 **affect a student's classification/qualification, for financial aid or otherwise, as a**
167 **fulltime student. Audit courses may also impact your date of graduation or acceptance**

168 into programs at other NSHE institutions, e.g., UNR-Orvis counts an AU as an
169 attempt to take a course. One grade and one attempt are the maximum for
170 application for the BSN program at UNR-Orvis for BIOL 223, 224 and 251 and CHEM
171 121 and 220 -- a third attempt at any of these courses blocks/denies admission/application
172 to Orvis for the BSN program.

173
174 *These statements of precedent are modified from the University of Wisconsin, the*
175 *University of Oregon and the University of Minnesota.*

176
177 For courses that meet longer than 16 weeks, or less than 16 weeks but for at least
178 two weeks, students may change credit/audit status during the first 50 percent of the class
179 (by the end of the 8th week [as described and clarified on WNC's website]). For classes that
180 meet for less than two weeks, students may not change their credit/audit status after the
181 class begins. After the semester begins, students enrolling in short-term classes must use
182 an enrollment form to change credit/audit status. [[WNC website](#)].

183
184 **Grade:** If you don't believe that your grade was arrived at per the specific guidelines, and
185 providing you and Dr. Carman have discussed and attempted to resolve the issue beforehand, you
186 may appeal your grade if you and Dr. Carman were unable to reach what you believe is a reasonable
187 outcome. Be aware that the first documents any grade appeal committee will look at are the
188 syllabus/outline/rules for the course, including Section VII, when considering your matter.

189
190 In addition, "The course [Snapshot] shall contain a clear explanation of the grading scale
191 to be used by the faculty member. **Students may not appeal the format an instructor chooses.**"
192 **NSHE Code, Title 4, Chapter 16, Section 38, para 5.**

193
194 Effective Spring Semester 2017, if the students' grades do not fall within the established
195 grading scale in each Course Snapshot linked to Dr. Carman's website, a curve will be established
196 as follows:

197
198 The highest possible grade will be a "B" using the class average and standard deviation to
199 determine the remainder of the grades for the class. The method is as follows:

200
201 The average score plus half a standard deviation = C

202 The average score plus a full standard deviation above the upper C limit = B-

203 The average score plus a full standard deviation above the upper B- = B

204 The average score minus a half a standard deviation = C-

205 The average score minus a full standard deviation below the lowest C- = F

206 Each student's grades is inextricably linked to everyone else's grades in the course, i.e.,
207 those who don't perform to the standard drag the top students down and those who perform to their
208 absolute, top, best pull the poor performers up. Either way, each student, regardless of the scale
209 used, necessarily depends on the others to be able to advance academically. This is the ultimate

210 demonstration of teamwork, i.e., the ability to collegially work together and to support each other
211 to do their very best.

212
213 Furthermore, as regards the construct or format of the course, that is up to each faculty
214 member, vis-à-vis academic freedom, to determine and may (or may not) be clearly stated until the
215 first day of the course, cf Section VII on Dr. Carman's website. **Students may not appeal or**
216 **grieve the in-class/course presentation format.** Some courses are taught traditionally; some
217 courses are being handled in a non-traditional "flip manner" to encourage (mandate) active student
218 participation based on, and assessed by, national standards and assessment tools.

219
220 Excepting students who are entitled by law to receive different treatment, all students are
221 treated the same regarding course and grading policies.

222
223 Come prepared to actively participate in class.

224
225 Commit to finishing the course regardless of what life throws at you.

226
227 Lab supplies are as follow: Necessary supplies besides the correct and proper **(NO**
228 **EXCEPTIONS unless you're registered through DSS with a medical condition that requires**
229 **different PPE)** goggles and lab coats (and dissection instruments and/or gloves for BIOL 223 and
230 224) to aid you in being successful in your academic endeavors: #2 pencils for exams; ink pens for
231 recording data in lab; colored pencils for drawing (BIOL labs ONLY); your own stapler, a pencil
232 sharpener (not all rooms have one); a nonprogrammable calculator (TI 30XA is ideal); a watch
233 -- with a second hand preferable; with a timer is second best); clipboard for BIOL 224; lock for
234 lab locker.

235
236 If you are unable to attend office hours, email Dr. Carman and be very specific about your
237 question -- if you have a scanner that may also be of great assistance in asking your question.

238
239 Make certain you are up to speed in your background academically. Carefully examine my
240 course outlines for the content that I expect you to bring with you into the course already knowing,
241 and being fluent with, from previous courses.

242
243 There is nothing on your regularly scheduled exams about which discussion in lecture, lab
244 or by way of homework has not occurred, i.e., every concept on the exams has been discussed one
245 way or another throughout the course.

246
247 **Chemistry Answer Keys** for lecture worksheets are in Dr. Carman's office (304 CED) in
248 folders/three-ring notebooks.

249
250 Effective Spring 2017: answer keys will no longer be available to check student's work in
251 advance of the class time. Once students have put their work on the board and had their work

252 critiqued, the keys will be available for corrective learning. Students may not remove the answer
253 keys from Dr. Carman's office for any reason. Copying the answer keys without understanding
254 the solution leads to spectacularly poor exam performance.

255
256 When working out homework problem sets or Daily Work Sheets, show all of your work
257 neatly and mark your solution with a square or circle so that it's obvious.

258
259 There are no lab problem answer keys other than in Dr. Carman's head.

260
261 **Exams:** Exams/quizzes for each course and the approximate time of the exam/quizzes are listed
262 within each Canvas announcement – be certain that you are getting your Canvas announcements.
263 These exams will play a major role part in determining your course grade. Studying an appropriate
264 amount will assure that you know what you know and that you don't know what you don't know.
265 There are NO trick questions on Dr. Carman's exam: a trick question, BTW, is a question for
266 which you haven't studied!

267
268 **Effective Fall 2013:** NO Scantrons for standardized exams used for assessment (e.g.,
269 including, but not limited to, ACS Exams) will be returned to students.

270
271 Each exam is cumulatively comprehensive, covering both lab and lecture (to include all
272 problem sets, experimental questions and apparatus and MATH Primer (in CHEM 121 and 122))
273 materials in BIOL and/or CHEM; content/design/format is professor's choice.

274
275 CHEM 122 Students need to purchase their one (1) Scantron cards at the WNC Bookstore
276 well in advance of the exam. The remainder of Scantron cards are provided by Dr. Carman as
277 previously stated in Section 2 of these Rules.

278
279 Do NOT bend, fold, staple or otherwise mutilate your Scantron card: an unreadable
280 Scantron card (by the Scantron reader) is a zero ("0") score. "Or otherwise mutilate" your Scantron
281 card also covers erasures on your Scantron card, as well as extraneous markings in places other
282 than the name box and the spaces for answers: NO marks are to be made on the left of the Scantron
283 card as that interferes with proper grading and will result in a grade of "zero".

284
285 The Scantron readers at WNC are very old and often miss erasure marks on the Scantron
286 cards and marks them incorrect. Dr. Carman does not go back and adjust for that: grading on
287 Scantron cards is 100% objective (machine driven).

288
289 For Exams, bring number 2 (or equivalent) pencils and a non-programmable calculator.
290 Scratch paper is provided unless otherwise stated, cf Section 2 of these Rules. Your name, date
291 and exam form are to be entered properly on your provided Scantron form.

292

293 There is no admittance after the exam has begun and no exit during the exam; door is locked
294 to prevent [re-]entry during an exam and to prevent late entrances into lecture (this reduces
295 disturbances – be on time!).

296
297 If you opt to exit during the exam (with the exception of a *bona fide* emergency), your
298 exam is complete and will be graded as such. All students are expected to keep their eyes on their
299 own exam, Scantron card and scratch paper during the exam. If you are worried about the time,
300 **wear a watch.** All students are expected to remain seated quietly throughout the duration of the
301 exam (which may be the complete lecture period) so as to provide the quietest, least disturbing
302 environment for every student.

303
304 Upon completion of the exam time period, the exams are to be turned in, the Scantron cards
305 turned in and the scratch paper turned in, used or not: once the exam is over, there is no additional
306 time for “examining” your completed Scantron form – have it ready for turn in on demand. Failure
307 to have it ready as directed results in an “F” for the exam. No information regarding the exams
308 may be physically removed and/or transported from the classroom in any way, shape or form.

309
310 Exams are taken over the course of lecture periods, either in whole or in part, excepting the
311 ACS Final Exam, which is completed during the final exam week during your regularly scheduled
312 lab period.

313
314 BIOL 224 Final Lab Practical Exam consists of whatever format Dr. Carman desires on
315 the human cadaver that will be scored on the quiz, itself, after the lab meeting time during final
316 exam week.

317
318 CHEM 121 Final Lab Practical and Theory Exams are scored in Canvas. HuAP exams for
319 BIOL 223 and 224 are cyber-graded. Testing standards are particularly adhered to for both ACS
320 and HuAP exams.

321
322 You will receive your exam scores in Canvas upon completion of the exam. Please keep
323 your drama out of the classroom – there’s nothing you can do at that time about the exam: it’s
324 done and over with and you need to focus on the future. Your scores represent YOUR effort to
325 learn the material. A high score reflects a great deal of effort; conversely, a low score reflects
326 remarkably poor pre-exam preparation/effort.

327 **Dr. Carman does not discuss exams as the exams are secure copyrighted exams for**
328 **statistical purposes much as are the ACS Chemistry exams, the HuAP exam, the SAT, the**
329 **ACT, the MCAT, the PCAT, the GRE, the LCAT, the RN-CLEX, the PANCE, the USMLE,**
330 **ad nauseum.**

331
332 Studying (aka practicing!) an appropriate amount on your part will assure that you know
333 what you know and that you don't know what you don't know. The only trick question on an exam
334 is a question for which you haven't studied. Study!

335
336 Faculty are acutely aware that study time put in by a student is second to class attendance
337 for student success. Study for your exams: these are either university transfer courses or program
338 specific courses and are challenging – the exams are your opportunity to show me what you've
339 learned. Commit to 3 hours a
340 day every day outside of class
341 and/or lab to study for this
342 course to optimize your
343 success for a lab class that
344 meets 6 hours a week; for
345 accelerated courses, e.g., BIOL
346 223 and BIOL 224, double that
347 time for studying. This is a
348 minimum amount of time --
349 students who do NOT prepare
350 at least that much will suffer in
351 their exam performance. Some
352 students need more study time.



353
354 When coming to an
355 exam, items not needed for the exam are to be left in your vehicle for the duration of the exam;
356 items brought to lab must either be used in lab or stored in a locker, not stored on the floor in the
357 lab. You're advised to bring only what you need to the exam and leave the rest in your vehicle
358 under lock-n-key for your security. WNC is not responsible for any of your items lost or stolen on
359 WNC grounds.

360
361 Be advised that each student is responsible for marking responses in the appropriate slot
362 on the Scantron during the exam and "missing" or "skipping" or "double marking" a response is
363 the student's responsibility to avoid: use a ruler or, better yet, fold your scratch paper to cover
364 your previous responses, keep you on the appropriate response line and hide your responses from
365 wandering eyes as you use it during the exam.

366
367 **Your grade depends on your performance on the exams, lab material, lab quizzes (if**
368 **applicable) and homework (if applicable) – which depends on your choice of amount of study**

369 **time.** You may use scratch paper (provided) for your calculations and turn it in with the Scantron
370 card upon completion of the exam.

371
372 Excepting the ACS, HuAP and lab final exams, the exam format is in Canvas and is timed:
373 multiple choice, true/false, matching, cumulatively comprehensive, and scores are reported as per
374 cent values.

375
376 **Grading Scale** is stated clearly in each Course Snapshot and Grading Scale on Dr. Carman's
377 website. Do be very aware of WNC's "W" policy :

378
379

WNC's Withdrawal Policy: http://www.wnc.edu/policymanual/3-3-10.php ; <i>"For</i> 380 <i>classes that meet four weeks or longer, a student initiated withdrawal must be</i> 381 <i>completed by the date that 60% of the instruction has occurred. For classes that meet</i> 382 <i>less than four weeks, a student initiated withdrawal must be completed by the day</i> 383 <i>before the first class meeting."</i>
--

384
385 Dr. Carman does not "give" grades. The grade that is recorded on your transcript reflects
386 your effort and the points that you earned as a result of that effort. Study!

387
388 **Dr. Carman does not calculate your grade for you – use your pre-requisite MATH**
389 **skills to do so – Canvas calculates your course percentage for you, as well.**

390
391 Make sure you know how to use your computer and the software efficiently and effectively.

392 Find someone in the class who will challenge you and begin a study group. Not everyone
393 studies well in a study group: use your best judgment in deciding how you best study to learn.

394
395 Get Notecards and use them; get lots of scratch paper and use it.

396
397 Make an appointment, or just walk in during office hours or one of Dr. Carman's other
398 labs, with Dr. Carman to seek assistance when you have difficulty!

399
400 Please ask questions of Dr. Carman if you do not understand the material. It may be
401 necessary to delay responses until office hours or during lab or after class if the questions are too
402 numerous or too cumbersome for the course content/level. Remember, though, there is no learning
403 that goes on during lecture in the classroom: it occurs at home as you are doing copious amounts
404 of homework and studying. Try it first, then contact Dr. Carman. Email (see Email Policy) works
405 almost as well to ask questions if you are unable to make it to office hours (see note above
406 regarding NV Supreme Court email decision). Be reasonable with your email requests: there is
407 such a thing as a "not well thought out question" and email can bring that out. Office hours are
408 not a re-run of lecture.

409
410 **In class question etiquette:** Please enunciate and project when you ask questions in
411 class/lab.

412
413 In lab, question format is to ask your questions during the pre-lab lecturette. During the
414 actual experiment, you may raise your hand (if Dr. Carman is in a position to see it), come straight
415 to Dr. Carman or holler to obtain assistance.

416
417 Make certain that you have a study place where no one will disturb you.

418
419 Make certain you know where the library is and use it.

420
421 There will be many times you will have to look things up for yourself (this teaches you to
422 be an independent life-long learner) -- there are specific books in the library at WNC for that
423 purpose. There may be reading assignments throughout the semester that are testable.

424
425 Seek out your peers -- you will learn more from them than from your professor. Remember:
426 you can't soar with eagles if you fly with turkeys! Find someone who will challenge you during
427 studying.

428
429 **Most importantly: make sure this is what you really want to do -- if it's not, you'll find it a**
430 **remarkably unhappy experience.**

431

432

433

434

435

436

437

438

Updated 29 December 2016, 0808 hours, PDT