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

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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.

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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 and assessment activities. **It is up to the student who doesn't attend day 1 to get**
77 **the information from fellow 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 Dr. Carman recognizes that students have to work to pay their bills and to go to college.
86 Dr. Carman held 4 part time jobs to get through school and drove 50 miles a day for his AA in
87 chemistry and 110 miles a day for his BA in chemistry. Dr. Carman scheduled his days in such a
88 manner that he would not miss class, lab or exams. Please schedule your education in a manner
89 that will optimize your success with minimal conflicts, i.e., make your education your top priority.
90

91 Since you are paying for this class (for a 4 credit lab class with a \$40-\$50 lab fee, you are
92 paying somewhere around \$410), Dr. Carman urges you to plan your schedule in such a manner
93 that you will be present for the whole of lecture and plan enough time to complete the lab exercises
94 in lab. While the lab period is 3 hours long, not all lab experiments take the complete 3 hours. Each
95 experiment is different and each student works at a different pace. Plan your day accordingly -- to
96 miss any part of lecture or lab is to miss testable and useable material for your profession: be on
97 time and stay for the whole of lecture and lab.
98

99 Since YOU are paying for this course of study out of your pocket (YOU pay taxes for
100 Financial Aid to be made available for students, hence, out of your pocket, too), consider the
101 following:
102

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

105
106 taking it a second time costs you \$876, more or less, and a second semester out of your life;

107
108 taking it a third time costs you \$1314, more or less, and a third semester out of your life.
109

110 This does not count the cost of gas to drive to the college, nor does it take into consideration
111 child care costs or the loss of income to yourself.
112

113 In addition, each semester, as a result of assessment analyses or implementation of new
114 transfer agreements or the addition of new technology, there can be substantial changes to the
115 course content. The point: get it done well the first time and keep moving forward in your life --
116 laterals waste time and energy otherwise well spent on other efforts.
117

118 Next to copious amounts of appropriate studying, attendance is the single-most important
119 predictor of student success. The Board of Regents Handbook [Title 4, Chapter 20, Part A, Section
120 3, Paragraphs 1 and 2] does not recognize absences of an official nature other than for specific
121 religious holidays.
122

123 Dr. Carman does NOT record "I's". Finish what you begin or "W" from the course (See
124 "W" policy).
125

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
166 **Audit courses carry no academic credit, do not fulfill degree requirements, and may**
167 **affect a student's classification/qualification, for financial aid or otherwise, as a**

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

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

177
178 For courses that meet longer than 16 weeks, or less than 16 weeks but for at least
179 two weeks, students may change credit/audit status during the first 60 percent of the class
180 (by the end of the 8th week [as described and clarified on WNC's website]). For classes that
181 meet for less than two weeks, students may not change their credit/audit status after the
182 class begins. After the semester begins, students enrolling in short-term classes must use
183 an enrollment form to change credit/audit status. [[WNC website](#)].

184
185 **Last Day to Change from Grade to Au or W Fall 2017 Semester for Dr. Carman's**
186 **Accelerated Courses: BIOL 190/L 1005 26 September 2017; BIOL 251 1003/1004 21**
187 **November 2017.** [WNC Student Withdrawal Policy](#).

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

194
195 In addition, "The course [Snapshot] shall contain a clear explanation of the grading scale
196 to be used by the faculty member. **Students may not appeal the format an instructor chooses.**"
197 **NSHE Code, Title 4, Chapter 16, Section 38, para 5.**

198
199 Effective Spring Semester 2017, if the students' grades do not fall within the established
200 grading scale in each Course Snapshot linked to Dr. Carman's website, a curve will be established
201 as follows:

202
203 The highest possible grade will be a "B" using the class average and standard deviation to
204 determine the remainder of the grades for the class. The method is as follows:

205
206 The average score plus half a standard deviation = C

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

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

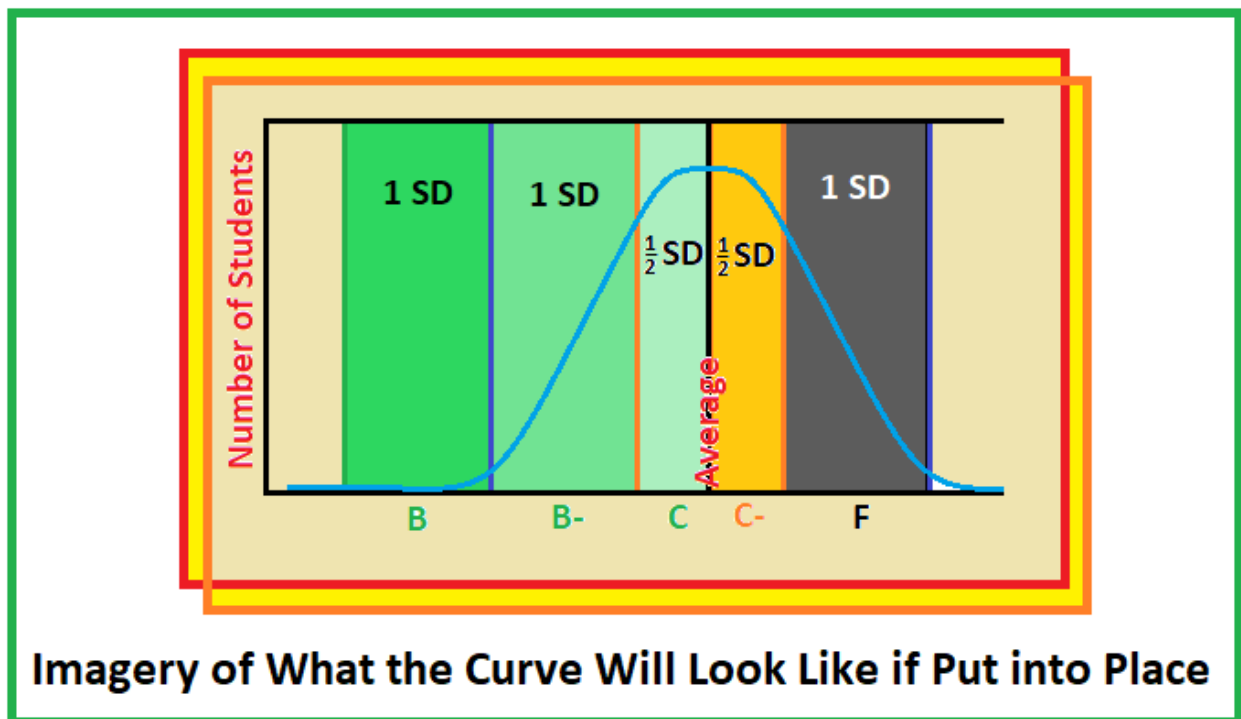
209 The average score minus a half a standard deviation = C-

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

211
212 Each student's grades is inextricably linked to everyone else's grades in the course, i.e.,
213 those who don't perform to the standard drag the top students down and those who perform to their
214 absolute, top, best pull the poor performers up. Either way, each student, regardless of the scale
215 used, necessarily depends on the others to be able to advance academically. This is the ultimate
216 demonstration of teamwork, i.e., the ability to collegially work together and to support each other
217 to do their very best.

218
219 Below is an image of what the curve will look like in broad, general, terms if a curve has
220 to be implemented:

221



222
223
224 Furthermore, as regards the construct or format of the course, that is up to each faculty
225 member, vis-à-vis academic freedom, to determine and may (or may not) be clearly stated until the
226 first day of the course, cf Section VII on Dr. Carman's website. **Students may not appeal or**
227 **grieve the in-class/course presentation format.** Some courses are taught traditionally; some
228 courses are being handled in a non-traditional "flip manner" to encourage (mandate) active student
229 participation based on, and assessed by, national standards and assessment tools.

230
231 Excepting students who are entitled by law to receive different treatment, all students are
232 treated the same regarding course and grading policies.

233

234 Come prepared to actively participate in class.

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

Lab supplies are as follow: Necessary supplies besides the correct and proper **(NO EXCEPTIONS unless you're registered through DSS with a medical condition that requires different PPE)** goggles and lab coats (and dissection instruments and/or gloves for BIOL 223 and 224) 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 nonprogrammable calculator (TI 30XA is ideal)**; a watch -- with a second hand preferable; with a timer is second best); clipboard for BIOL 224; lock for lab locker.

There are NO LAB LOCKERS for Fall 2017 due to the lab remodel – bring ONLY lab supplies to lab and lock the rest up in your vehicle.

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.

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

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.

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

Effective Fall 2017: answer keys will no longer be available to check student's work in advance of the class time. See your homework/reading assignments web page for your course regarding how answer keys are now handled. Students may not remove the answer keys from Dr. Carman's office for any reason. Copying the answer keys without understanding the solution leads to spectacularly poor exam performance.

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

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

Exams: Exams/quizzes for each course and the approximate time of the exam/quizzes are listed within each Canvas announcement and each Course Snapshot – be certain that you are getting your

277 Canvas announcements. These exams will play a major role in determining part of your course
278 grade. Studying an appropriate amount will assure that you know what you know and that you
279 don't know what you don't know. There are NO trick questions on Dr. Carman's exam: a trick
280 question, BTW, is a question for which you haven't studied!

281
282 **Effective Fall 2013:** Each exam is cumulatively comprehensive, covering both lab and
283 lecture (to include all problem sets, experimental questions and apparatus and MATH Primer
284 materials in BIOL and/or CHEM; content/design/format is professor's choice.

285
286 For Exams, bring number 2 (or equivalent) pencils and a non-programmable calculator.
287 Scratch paper is provided unless otherwise stated, cf Section 2 of these Rules. Scratch paper is
288 turned in upon completion of the exam. Only one tab is permitted to be open during a Canvas
289 exam.

290
291 There is no admittance after the exam has begun and no exit during the exam; door is locked
292 to prevent [re-]entry during an exam and to prevent late entrances into lecture (this reduces
293 disturbances – be on time!).

294
295 If you opt to exit during the exam (with the exception of a *bona fide* emergency), your
296 exam is complete and will be graded as such. All students are expected to keep their eyes on their
297 own exam and scratch paper during the exam. If you are worried about the time, **wear a watch.**
298 All students are expected to remain seated quietly throughout the duration of the exam (which may
299 be the complete lecture period) so as to provide the quietest, least disturbing environment for every
300 student.

301
302 Upon completion of the exam time period, the exams are to be turned in, the Scantron cards
303 turned in and the scratch paper turned in, used or not: once the exam is over, there is no additional
304 time for “examining” your completed Scantron form – have it ready for turn in on demand. Failure
305 to have it ready as directed results in an “F” for the exam. No information regarding the exams
306 may be physically removed and/or transported from the classroom in any way, shape or form.

307
308 Exams are taken over the course of lecture periods, either in whole or in part in the
309 computer lab only.

310
311 BIOL 224 Final Lab Practical Exam consists of whatever format Dr. Carman desires on
312 the human cadaver that will be scored on the quiz, itself, after the lab meeting time during final
313 exam week.

314
315 CHEM 121 Final Lab Practical and Theory Exams are scored in Canvas. HuAP exams for
316 BIOL 223 and 224 are cyber-graded. Testing standards are particularly adhered to for HuAP
317 exams.

318

319 You will receive your exam scores in Canvas upon completion of the exam. Please keep
320 your drama out of the classroom – there’s nothing you can do at that time about the exam: it’s
321 done and over with and you need to focus on the future. Your scores are a partial measure of YOUR
322 effort to learn the material.

323
324 **Dr. Carman does not discuss exams as the exams are secure copyrighted exams for**
325 **statistical purposes much as are the ACS Chemistry exams, the HuAP exam, the SAT, the**
326 **ACT, the MCAT, the PCAT, the GRE, the LCAT, the RN-CLEX, the PANCE, the USMLE,**
327 **and nauseum.**

328
329 Studying (aka practicing!) an appropriate amount on your part will assure that you know
330 what you know and that you don’t know what you don’t know. The only trick question on an exam
331 is a question for which you
332 haven’t studied. Study!

333
334 Faculty are acutely
335 aware that study time put in by
336 a student is second to class
337 attendance for student success.
338 Study for your exams: these are
339 either university transfer
340 courses or program specific
341 courses and are challenging –
342 the exams are your opportunity
343 to show me what you've
344 learned. Commit to 3 hours a
345 day every day outside of class
346 and/or lab to study for this



347 course to optimize your success for a lab class that meets 6 hours a week; for accelerated courses,
348 e.g., BIOL 223 and BIOL 224, double that time for studying. This is a minimum amount of time
349 -- students who do NOT prepare at least that much will suffer in their exam performance. Some
350 students need more study time.

351
352 When coming to an exam, items not needed for the exam are to be left in your vehicle for
353 the duration of the exam; items brought to lab must either be used in lab or stored in a locker, not
354 stored on the floor in the lab. You’re advised to bring only what you need to the exam and leave
355 the rest in your vehicle under lock-n-key for your security. WNC is not responsible for any of
356 your items lost or stolen on WNC grounds.

357
358 **Your grade depends on your performance on the exams, lab material, lab quizzes (if**
359 **applicable) and homework (if applicable) – which depends on your choice of amount of study**

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

362
363 The exam format is in Canvas and is timed: multiple choice, true/false, matching,
364 cumulatively comprehensive, and scores are reported as per cent values.

365
366 **Grading Scale** is stated clearly in each Course Snapshot and Grading Scale on Dr. Carman's
367 website. Do be very aware of WNC's "W" policy :

368
369 WNC's Withdrawal Policy: <http://www.wnc.edu/policymanual/3-3-10.php>; *"For*
370 *classes that meet four weeks or longer, a student initiated withdrawal must be*
371 *completed by the date that 60% of the instruction has occurred. For classes that meet*
372 *less than four weeks, a student initiated withdrawal must be completed by the day*
373 *before the first class meeting."*

374
375 Dr. Carman does not "give" grades. The grade that is recorded on your transcript reflects
376 your effort and the points that you earned as a result of that effort. Study!

377
378 **Dr. Carman does not calculate your grade for you – use your pre-requisite MATH**
379 **skills to do so – Canvas calculates your course percentage for you, as well.**

380
381 Make sure you know how to use your computer and the software efficiently and effectively.
382 Find someone in the class who will challenge you and begin a study group. Not everyone
383 studies well in a study group: use your best judgment in deciding how you best study to learn.

384
385 Get Notecards and use them; get lots of scratch paper and use it.

386
387 Make an appointment, or just walk in during office hours or one of Dr. Carman's other
388 labs, with Dr. Carman to seek assistance when you have difficulty!

389
390 Please ask questions of Dr. Carman if you do not understand the material. It may be
391 necessary to delay responses until office hours or during lab or after class if the questions are too
392 numerous or too cumbersome for the course content/level. Remember, though, there is no learning
393 that goes on during lecture in the classroom: it occurs at home as you are doing copious amounts
394 of homework and studying. Try it first, then contact Dr. Carman. Email (see Email Policy) works
395 almost as well to ask questions if you are unable to make it to office hours (see note above
396 regarding NV Supreme Court email decision). Be reasonable with your email requests: there is
397 such a thing as a "not well thought out question" and email can bring that out. Office hours are
398 not a re-run of lecture.

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400 **In class question etiquette:** Please enunciate and project when you ask questions in
401 class/lab.

402
403 In lab, question format is to ask your questions during the pre-lab lecturette. During the
404 actual experiment, you may raise your hand (if Dr. Carman is in a position to see it), come straight
405 to Dr. Carman or holler to obtain assistance.

406
407 Make certain that you have a study place where no one will disturb you.

408
409 Make certain you know where the library is and use it.

410
411 There will be many times you will have to look things up for yourself (this teaches you to
412 be an independent life-long learner) -- there are specific books in the library at WNC for that
413 purpose. There may be reading assignments throughout the semester that are testable.

414
415 Seek out your peers -- you will learn more from them than from your professor. Remember:
416 you can't soar with eagles if you fly with turkeys! Find someone who will challenge you during
417 studying.

418
419 **Most importantly: make sure this is what you really want to do -- if it's not, you'll find it a**
420 **remarkably unhappy experience.**

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Updated 22 August 2017, 1919 hours, PDT