Academic Citizenship: Rules in the Classroom & Laboratory

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Academic Citizenship: Rules in the Classroom & Laboratory

Effective Spring 2019 Semester

Section 1. 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, be it face to face or per social media) is discouraged inasmuch as there is no way to properly confirm or reject in an accountability-based manner (i.e., responsible manner) student-generated rumors without violating each student's legislated right to privacy.

College/university students 18 years of age or older are, by law, adults. Students younger than 18 years of age attending college classes will adhere to the same code of conduct as those who are no longer minors. 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, language and workload, particularly those of you going into health care.

Academic integrity (http://lr.wnc.edu/policymanual/3-4-5.php) is taken seriously at WNC and all NSHE institutions: If a student is caught cheating, Dr. Carman will have the student removed 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 or administrator.

Section 2: Critical Classroom/Laboratory Policies

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.

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.

Secondary Course Language: Mathematics. If you earned a minimum (average) course grade in your highest (and most current) Math pre-requisite course not less than a B, you will be more likely to be successful in BIOL and CHEM courses.
Strongly Recommended Software and Competencies: It is strongly recommended that all students have accessibility to and intermediate (at the minimum) competencies in/with the following softwares: Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

“Off-Color Language”: Swearin’ and Cussin’. While not necessarily the most politically correct (or polite) manner of language, this form of communication is, nevertheless, prominent throughout society: particularly in the military, law enforcement and health care fields. In addition, research shows clearly that when one incurs some sort of injury, e.g., banging your knee on a sharp cabinet corner, slicing your finger with a scalpel blade, dropping a $750 Ostwald pipet on the floor, colorful language actually helps the person cope with the discomfort. As long as it’s not used in an abusive manner, and as long as it doesn’t cross a societally delicate line, this form of language is permissible in the classroom and/or lab. It need not be expressed above 75 decibels, however.

Make-Up Policy: Dr. Carman does NOT give exams ahead of time or as make-up exams, i.e., no make-up experiments or exams are available. In other words, the only time to take the exams is when they are offered in the computer lab or cadaver lab. NO exceptions other than for students enrolled via DSS or active duty military on orders or as indicated below. In addition, it is the student’s responsibility to read the semester schedule to know when the final exam week is 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, or days, 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 will be required from the student.

The only exceptions to this policy are provided by law and by NSHE Code:

Active Duty Military Personnel and State of NV Emergency Personnel on orders (bring copy of orders for excuse with person of contact for verification);

Disabled Students (MUST follow WNC’s DSS Rules and Guidelines as per ADA);

Jury Duty or subpoenaed as a witness for a court proceeding (provide copy of court order).

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

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.

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.

If the covering occurs early in the semester (within the first 2 weeks of a 16 weeks’ semester course; within the first week of an accelerated, 8 weeks’ semester course) for the remainder of the semester, it may be necessary for students to obtain different textbooks and lab experiments.

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.

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.

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.

In these times of economic strife, be aware that lab experiments may need to be
adjusted depending on the amount of lab fees remaining and the numbers of supplies
remaining available for teaching the course. Every effort is made to ascertain adequate
numbers of supplies for each experiment.

FERPA of 1974: Is to protect your privacy. This is Education’s version of HIPAA (and that predated
HIPAA). Please adhere to it, i.e., if your professor is discussing something with a student give
them the necessary respect and space (distance) to discuss it out of earshot in private.

Underaged and/or High School Students: FERPA of 1974 applies to you, as well.
While you may certainly sign a waiver giving up these rights, it remains up to the
faculty member to determine exactly what may be shared to those you’ve so
designated. In Dr. Carman’s case, he will not discuss anything relating to you, i.e.,
your class performance, your lab performance or your grades, with anyone other
than in the cases of letters of recommendation or disciplinary issues with WNC
administration. Should your parents desire communication of that sort, open your
Canvas folder for them to review with you.

Americans with Disabilities Act (ADA) and ADA Amendments Act of 2008
(http://www.eeoc.gov/laws/statutes/adaaa.cfm): Students coming through Disability Support
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 ADAAA2008, as well as to follow and comply with WNC’s DSS policies and
procedures (DSS Faculty Handbook). 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, Ms. Susan Trist, 775.445.4459, CED 212 or
Susan.Trist@wnc.edu to coordinate, in an appropriate manner, your needs (DSS Student
Handbook).

Students who come through DSS to classes need to be aware that accommodations are
deemed reasonable if and only if they do not reduce the rigor of the course and its content. If
the accommodations reduce, or are known to reduce, the course rigor, the accommodation is not
deemed reasonable.

ADA&AA of 2008 also applies to faculty and staff at WNC.

Service Animal Policy: Students with service animals are encouraged to first contact Disability
Student Services (DSS) to register as a student with a disability. The student is, likewise, encouraged to participate in a voluntary registry program at WNC via which the student will be issued an identification card for the service animal.

An animal in training has the same rights as a fully trained animal when accompanied by a trainer and identified as such.

Determination of qualifications as a service animal will be made by WNC’s DSS Director if any question arises regarding an animal on campus, hence registry is in everyone’s best interests.

WNC personnel can ask the person with the animal if it’s a service animal or service animal in training. If the animal becomes out of control and the person with the animal cannot get it under control or if the animal poses a threat to the health or safety of others, WNC personnel can ask the person to remove the animal.

Lab science courses (e.g., BIOL, CHEM, PHYS) present unique environments that can get very dangerous very fast and that can get very crowded very fast, e.g., potentially explosive chemical reactions, radioisotope use, the human cadaver lab. Each student will have to evaluate the circumstances to determine the best course of action for them and their animal in these environments – that is best accomplished by communicating clearly with faculty and with the Director of DSS. While WNC’s Human Cadaver lab has been enlarged, humans still commonly get jostled around in the cadaver lab. This is the only time Dr. Carman may request separation of animal and human: in/during lab.

At this time, the only animals that are legally considered service animals are dogs and miniature horses.

Pedagogy is the intellectual property of the instructor and thus protected by law. Further, electronic recording and/or transmission of classes substantially impairs fundamentally important open discourse in the classroom. Therefore, electronic recording and/or transmission of Dr. Carman’s class content by students, guests or other individuals, other than prepared and publicly accessible web content, is prohibited without his express written permission. Such permission is to be considered unique to the needs of an individual student, e.g., ADA compliance, and is not a license for permanent retention or electronic dissemination to others. (modified from UNR’s Criminal Justice Department, http://www.unr.edu/cla/cjweb/1-recording_class.html). This policy includes exams.

There is no permission for any students other than those coming through Disability Support Services (DSS) to bring and use any sort of electronic recording device in Dr. Carman’s courses. The lecture notes are in front of you and are gone over very thoroughly in lecture and/or when you are reading them. Clarifications (additional explanations) 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 any recording 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.

It is a criminal offense to record people and activities without permission in any way, shape or form in the classroom and will be treated as such.

Permission to record is granted ONLY to students coming through DSS and the recordings are only for their personal use during the current semester and in accordance with US Copyright Laws. DSS has the proper forms for students to sign who need to record lectures.

There may be times you will receive permission to download recorded material that contains recordings. You, and only you, may use those recordings only for as long as Dr. Carman has granted you permission to use them under U.S. Copyright Laws/Use, at which point in time,
you are under legal obligation to remove those files from the electronic medium upon which you
stored them (these files are NOT to be shared with any other person or persons: they are
provided as a courtesy for your personal use within the confines of the above-established
limitations).

Smart Pen Policy: First and foremost: absolutely NO Smart Pens may be used on or during ANY
exams!

Secondly, only students registered with, and coming through, DSS may use a Smart Pen in
Dr. Carman’s classes/labs.

Third, all students need to be aware that any class, in which students are enrolled, may
include students with disabilities that might be using Smart Pens during lecture/lab. Given that
Smart Pens record conversations in their proximity, as well as the lecturer’s voice, if anyone has
anything personal to add to the discussion (which is quite common in A&P and Micro), ALL pens,
Smart or otherwise, are to be put down on the desk until that information has been
disseminated, discussed and the topic has changed.

Fourth, Smart Pens may not be of much value in Dr. Carman’s flipped CHEM classes during
lecture; they may not be particularly helpful in Dr. Carman’s BIOL/ CHEM labs as there is no way
to bring the information back onto a computer in the labs. Each student permitted to use Smart
Pens will have to determine their best, and most efficient and effective, use within the confines
of these rules/policies. Their use is not denied, however, their use is restricted to within reason.

See also additional electronic policy statements, below.

Electronic Policy: With the exception of non-programmable calculators, NO electronic items may
be used in the classroom during lecture or lab periods unless otherwise specifically directed to
do so, e.g., laptop computers, iPhones, iPods, Blackberries, Kindles, tablets, cell phones, cameras,
recorders, GPS’, laser pointers, etc. WNC is not responsible for any items lost or stolen: you are
strongly advised/directed to lock these items in the trunk of your vehicle for your own security.

If you simply can not live without your smartphone or the like, turn it off and park it in your pocket
or your book bag (the trunk of your vehicle is preferred) or in the basket that may be at the head
of the class/lab room. If you place it on your desk or table and the screen lights up or the table
vibrates (not to mention the one letter grade loss if the ringer makes any noise, at all! And course
failure, of course, if it goes off during an exam!) during lecture or lab, Dr. Carman gets to answer
it.

There will be times in the lab where you will need some sort of timing device: wear a watch if
you are unable to see the clock at the front of the lab from your lab bench.

Legal Disclaimer: Due to students’ FERPA of 1974 and ADAAA privacy rights, WNC Faculty are not
authorized by any student, disgruntled OR satisfied, to share information with the public
regarding specific, individually, student-based issues (cf, also, Academic Integrity Policy, Cheating
Reporting Policy and Horizontal Violence Policy/Seminar). Consequently, WNC faculty are unable
to correct perceptions, misplaced or otherwise, created as a result of statements made by
students, identified or anonymous, in any public manner.

Office hours: Are by walk-in and are held in 201 ASP (the main lab in ASP) to assist you in/with
learning the material— these hours are posted outside Dr. Carman’s office, 201 ASP, 203 ASP and
on his website. Office hours are NOT for the purpose of regurgitating lecture: rather to assist you
in clarifying confusions after you’ve completed your reading assignments or adjusting notes taken
maybe a little too murkily during class.

Dr. Carman’s office phone number is 775.445.3246: that number is no longer
maintained. Email: Steve.Carman@wnc.edu is the preferred route.
Dr. Carman’s email address is Steve.Carman@wnc.edu (preferred route of communication).

NOTE: Due to a relatively recent Nevada Supreme Court decision, be aware that all emails to email addresses ending in “unr.edu” or “wnc.edu” or any other NSHE institutional official email address may be considered public and may be subject to review via public records.

Testing Policy: In response to recent issues involving student cheating, the following will be adhered to on test days:

All students: bring only pencils, a jacket, if necessary, and non-programmable calculators to the assigned computer lab for exams. Any other ancillary items, excepting purses, are to be stored in your vehicle or locked in available lockers inside 201 or 203 ASP prior to the exam. You may go to your car after the exam to retrieve your ancillary “stuff”. Purses, backpacks, book bags, ad nauseum, are to be stored at the back of the computer lab ... if brought, at all. You’re better off storing them in the trunk of your car with your phone, et al. Failure to adhere to this policy will result in a “0” for the exam. Two failures to adhere to this policy will result in an “F” for the semester.

All exams/quizzes/assessments and portions of homework and lab experiments are Canvas based. For exams/quizzes/assessments, they will be given in a pre-announced computer lab and ONLY in that computer lab, cf WNC Policy 3-4-5: WNC’s Academic Integrity Policy 3-4-5 (http://lr.wnc.edu/policymanual/3-4-5.php), in particular, Section 1 (A) 3 and 4:

“3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
4. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.”

NOTE: Dr. Carman does not go over exams as they are secured, copyrighted, exams. Do not ask!

Integrity Policy: is based upon the following:


It is the student’s responsibility to become acquainted with these sources and to follow them. There is no room for cheating in higher education: a cheater here is a dangerous nurse or physician or pharmacist or medical technologist, ad nauseum, in the future.

Cheating Reporting Policy: If a student suspects there is cheating occurring, s/he is to report it to either Dr. Carman, your current lab instructor or Director of the Liberal Arts [and Sciences] Division.

The reporter enjoys full confidentiality unless there is a formal grievance filed by the suspected cheater, in which case, that person may be required to be present at the hearing.

Once reported, Dr. Carman and/or the Director will initiate a confidential investigation.

If the cheating is determined to be properly founded, Dr. Carman and/or the Director will have a block placed on the student’s myWNC ability to “W” from the course (in accordance with WNC
Policy 3-4-5, above). Once the block is in place, the student will be advised that s/he has been found to cheat, will receive an “F” for the course and be required to exit the course and not return.

If no cheating is found to have occurred, no action (including confrontation) will be taken against the alleged cheater; the reporter will receive no formal discipline, however, this policy serves to provide informal counseling that purposeful mis-reporting is equally as egregious as being an actual cheater.

Should purposeful mis-reporting occur a second time, the mis-reporter will be required to meet with the Dean of Student Services and develop a behavior contract for the remainder of his/her time enrolled in the course. It is incumbent upon each student to make sure s/he has read the Horizontal Violence file on Dr. Carman’s website … and to adhere to it.

**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, including using social media (set your privacy settings appropriately!).

**Personal Problems**: Please contact the Dean of Student Services or a mental health professional of your choice if you have personal problems that are interfering with your studies.

**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. Do, though, keep in mind that a positive attitude will never replace a strong work ethic to learn and demonstrate that learning at the highest possible level.

**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.

**In Class Participation**: Dr. Carman regularly/routinely asks questions of all students during lecture to keep students engaged, to keep students learning and to keep students from tuning out. These questions may come in one of three (3) forms:

1) Oral questions during lecture or

2) Formal questions that students complete as groups and present on the board and explain to the rest of the class or

3) Daily Worksheets (in CHEM 121). **Caveat emptor**: study daily. At least the minimum described in the Course Snapshot.

4) Formal questions that are completed as groups (student-centered classroom: CHEM 121) receive no formal scoring. The informal score from the participation shows up when you are successful on your work sheets and/or exam[s]. Daily Work Sheets in CHEM 121 and 122 are tabulated on Dr. Carman’s website, (not unlike the reading assignments for BIOL 223 and 224 students).

Be aware that BIOL students are responsible for knowing the information for the class (vis-à-vis reading assignments and lecture materials). A declination (e.g., blank look, shoulder shrug, “I dunno!” response, jaw drop in total and utter shock at being called upon) to respond to an inquiry from Dr. Carman shall result in a 10 point loss; an incorrect response shall result in a 3 point loss. A correct response leaves you with a warm and
fuzzy feeling of having learned the information and declared it with pride and confidence.

This is the goal to which EVERY student should aspire!

Be aware that CHEM 121 students (in Dr. Carman’s student-centered classes) will be showing their work on the board. It matters not if it’s right or wrong. What matters is if it’s completed as directed and that each student has shown his/her work on the board so that it may be discussed and corrected as needs be. Failure to put work on the board shall result in a 5 point loss per each declination.

Arguing with your instructor is discouraged: NEGOTIATE! Should you have a point you believe is worthy of negotiation, proceed during office hours with your negotiation. Be prepared to back up your negotiations with data, not with feelings. If it’s clearly stated in these Rules/Syllabus, it’s non-negotiable, cf Section 8.

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 from 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 ... Likewise, academic behavior is equally scrutinized, e.g., a student who aced the first 3 exams of the course and “coasts” on the final because s/he knows that only minimal effort is required at that point to get enough points for their grade will NOT get a letter of recommendation from Dr. Carman. The last exam is the most important as it builds from the previous material and 110% effort is still necessary.

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. Dr. Carman reviews EMAIL regularly. See his policy, below, on returning emails. Emails are generally responded to within 24 hours, excepting weekends between 1600 Friday and 1500 Monday. A lack of response may indicate an incorrect email address: either yours or mine. Make sure your email address works, the spam (most people spell this spam!) filters are set properly and that you’ve spelled my email address correctly. Remember to use “.” instead of “,”, as well.

A pithy reply from Dr. Carman is indicative of a reply using email on a portable device. A longer reply via PC may be forthcoming if the pithy reply does not fully resolve the matter.

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

“Oliver P. Snaggledorf<myemailaddress@server.com>”.

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.

The Subject line of your email must begin it with “DEPT #### Section Question”, e.g. “CHEM 121 1001 Question”.

Failure to format your email address/name and/or the Subject line properly will result in a non-response.

Tutors: Because there are no tutors for any of Dr. Carman’s BIOL or CHEM courses in the Academic Skills Center, Dr. Carman has increased his office hours above the required minimum and expects students to take advantage of those hours.

Caveat Emptor: If you go to the Academic Skills Center (ASC) and obtain tutoring, you’re taking your academic life into your own hands. There are no “certified” tutors in the ASC for Dr. Carman’s courses.
Brimmed Hat Policy: Brimmed hats are not permitted to be worn in Dr. Carman’s classes or labs. One (1) letter grade reduction in final course grade loss per each violation (lecture and lab on the same day are counted as two (2) violations).

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. There are no make-up lab periods with the exceptions spelled out in this, and related, documents: you’re either there to earn credit or you’re absent to earn a zero. Failure to attend class and/or lab will result in the student’s final course grade being lowered one (1) letter grade for every 2 absences (lecture and lab on the same day count as two (2) absences). This is not high school (cf NSHE Code Title 4, Chapter 20, Section 3, Para 1): Physician’s notes, Nurse Practitioner’s notes, Physician Assistant’s notes are not accepted as “excuses”, except as otherwise stated in this document.

New Spring 2020: In addition to absences being reflected, cumulatively, as a drop in course letter grade, failure to complete 4 worksheet assignments, be they in hard copy or in Canvas, shall result in the reduction of the student’s grade by one letter grade; this is cumulative, e.g., if 8 are missed, student’s grade is dropped 2 letter grades; if 12 are missed, student’s grade is dropped 3 letter grades, etc.

Injuries: many folks who live in or near Nevada have/participate in voluntary lifestyles/activities that can cause substantial bodily injury, e.g., which may include illustratively, but non-inclusively, skiing, snowboarding, snowshoeing, horseback riding, four-wheeling, ATV’ing, motorcycles, driving a car on Nevada’s hiways, ad nauseum. Many times there are unforeseen/unintended consequences that go along with these sorts of activities, e.g., injuries that develop infection, that cause a lack of attendance in either lecture, lab or both. It is also possible that the necessary accoutrements to assist in resolving those injuries may create a safety issue in the lab, where space is at a premium and safety to the class as a whole is the main priority. You are strongly encouraged to avoid said kinds of injuries as they are not covered under ADA and AA of 2008.

Should a student sustain substantial bodily injury or complications due to, and/or as a result of, these voluntary activities, the student is encouraged to speak with the Chief Enrollment and Student Success Officer (CESSO) to determine if the student qualifies for a Refund and Class Deletion Request Due to Exceptional Circumstances.

Otherwise, any absences due to the injury will fall under usual absences per the course Attendance policy, previous page, and will negatively impact the student’s final course grade. Be aware that any request of this type requires documentation to be considered.

Fee Payments: Make certain they are paid. 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 retaking and re-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.

Section 3. Student Responsibilities for Academic Success Inside and Outside the Classroom

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.

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.
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. This includes Canvas-based assignments due the first day of classes.

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. Your classmates can wait until after class to talk with you: you and your classmates 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. 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.

Students who appear to be in crisis will be referred to the WNC CESSO, as necessary, per NSHE Code.

Brother, sisters, spouses, significant others, parents/children, 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.

Make certain your security settings on your social media are set to “Friends Only” -- you’d be amazed how many students show up online un-secured and writing the darnedest things!

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.

Dr. Carman lectures very quickly (see FAQ page). 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 35+ 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 (the class room door may be locked during class to minimize interruptions and external distractions; no one is locked inside the classroom, only from accessing the classroom from the outside during class) -- 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.

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

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

Canvas doesn’t support Safari; Dr. Carman is unfamiliar with much about Safari, therefore, it’s up to the student be able to handle difficulties encountered with the use of Safari.
Read Lectures and Experiments ahead of time so that you are prepared for the activity for the day.

Reading assignments will be assigned in lecture (or on Dr. Carman’s website or vis-à-vis Canvas assignments) and are the responsibility of the student to complete. These assignments are expected to be completed and are testable. In addition, homework is due in Canvas per Canvas notifications and applies to your final course grade.

Make certain to attend the first day of class and to arrive 15 minutes prior to class (or an exam, first day or otherwise) to obtain, activate and log on to your iPad so as to begin class in a timely manner. To miss that class is to miss important information and assessment activities. 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 day of class!

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.

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 College/Universities 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. Dr. Carman had no car in graduate school and either walked or bicycled to campus for classes/labs/research activities. Please make your education your top priority.

Since you are paying for this class (for a 4-credit lab class with a $50 lab fee, you are paying somewhere around $650), 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 $650 in tuition and fees, more or less, and one semester of your life;
- taking it a second time costs you $1300, more or less, and a second semester out of your life;
- taking it a third time costs you $1950, 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 “Au” from the course.

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

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

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

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

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

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

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

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

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

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

Audit courses carry no academic credit, do not fulfill degree requirements, and may affect a student's classification/qualification, for financial aid or otherwise, as a fulltime student. Audit courses may also impact your date of graduation or acceptance into programs at other NSHE institutions, e.g., UNR-Orvis counts an AU as an attempt to take a course. One grade and one attempt are the maximum for application for the BSN program at UNR-Orvis for BIOL 223, 224 and 251 and CHEM 121 and 220 -- a third attempt at any of these courses blocks/denies admission/application to Orvis for the BSN program.
These statements of precedent are modified from the University of Wisconsin, the University of Oregon and the University of Minnesota.

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

**WNC Student Withdrawal Policy.**

**Grade:** 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, including Section 8, when considering your matter.

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

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

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

Furthermore, as regards the construct or format of the course, that is up to each faculty member, vis-à-vis academic freedom, to determine and may (or may not) be clearly stated until the first day of the course, cf Section 8 on Dr. Carman’s website. **Students may not appeal or grieve the in-class/course presentation format.** Some courses are taught traditionally; some courses are being handled in a non-traditional “flip manner” to encourage (mandate) active student participation based on, and assessed by, national standards and assessment tools.

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

- Come prepared to actively participate in class.
- 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.
If you are unable to attend office hours, email Dr. Carman and be very specific about your
question -- if you have a scanner (or camera on your smart phone) 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 (including students’ reading and learning of the assigned material) throughout the

Answer Keys for BIOL and CHEM lecture worksheets are in Dr. Carman’s office/lab (201 ASP) in
folders/three-ring notebooks.

Answer keys are not available to check student’s work until students have completed each
assignment in Canvas. Once the assignment is completed in Canvas, students may come and
obtain the answer key for that worksheet or for previous worksheets. Future worksheets are not
to be accessed in advance. Students may not remove the answer keys from Dr. Carman’s
office/lab for any reason. Copying the answer keys without understanding the solution leads to
spectacularly poor exam performance.

Be aware that Dr. Carman does NOT review Canvas quizzes/worksheets until after everyone has
submitted their responses or the day/date/time due has passed. At that time, Dr. Carman will
review your work and adjust your scores if partial credit is possible.

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 if you need help in determining
where you’ve “gone wrong”.

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

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

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

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

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

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

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

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

The cadaver practical exam will be completed using the cadavers, numbered pins and iPads.

CHEM 121 Final Lab Practical and Theory Exams are scored in Canvas. AAP exams for BIOL 223
and 224 (MAP for BIOL 251) are cyber-graded. Testing standards are particularly adhered to for
AAP and MAP exams.

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

Dr. Carman does not discuss exams as the exams are secure copyrighted exams for statistical
purposes much as are the ACS Chemistry exams, the AAP/MAP exam, the SAT, the ACT, the
MCAT, the PCAT, the GRE, the LCAT, the RN-CLEX, the PANCE, the USMLE, ad nauseum.

Studying (aka practicing!) 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!

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

When coming to an exam, items not needed for the exam
are to be left in your vehicle for
the duration of the exam; items
brought to lab must either be
used in lab or stored in a locker,
not stored on the floor in the
lab. You’re advised to bring
only what you need to the
exam and leave the rest in your
vehicle under lock n-key for
your security. WNC is not
responsible for any of your
items lost or stolen on WNC
grounds.
Your grade depends on your performance on the exams, lab material, lab quizzes (if applicable) and homework (if applicable) – which depends on your choice of amount of, and effort put into, study time. You may use scratch paper (provided) for your calculations and turn it in upon completion of the exam.

The exam format is in Canvas and is timed: multiple choice (one correct response uses circles), more than one response may be correct (more than one correct response uses squares), true/false, matching, cumulatively comprehensive, and scores are reported as per-cent values.

Grading Scale is stated clearly in the composite Course Snapshot on Dr. Carman’s website. Do be very aware of WNC’s “W” policy:

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

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

Dr. Carman does not calculate your grade for you – use your pre-requisite MATH skills to do so – Canvas calculates your course percentage for you, and distribution, as well. Hence, your grade in the course should not be a surprise to you.

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

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

Attend Office Hours! Just walk in during office hours or one of Dr. Carman’s other labs, with Dr. Carman to seek assistance when you have difficulty!

Please ask questions of Dr. Carman if you do not understand the material. 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 during lecture 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 (see note above regarding recent NV Supreme Court email decision). Be reasonable with your email requests: there is such a thing as a “not well thought out question” and email can bring that out. Office hours are not a re-run of lecture.

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

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

Make certain that you have a study place where no one will disturb you, including yourself.

Make certain you know where the library is and use it as best as possible.
There will be many times you will have to look things up for yourself (this teaches you to be an
independent life-long learner) -- there are specific books in the library at WNC for that purpose.
There may be reading assignments throughout the semester that are testable.

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.

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 4. Student Athlete Responsibilities

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)

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)

Student athletes of the Nevada System of Higher Education are expected to demonstrate honesty
and sportsmanship at all times. (B/R 5/90)

Student athletes are required to avoid involvement in receiving, arranging for or participating in
the receipt of fraudulent academic credit. (B/R 5/90)

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)

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)

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)

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)

Participate in any gambling activity that involves intercollegiate sports; (B/R 5/90)
Provide information concerning athletic competition to individuals involved in organized
gambling activity; or (B/R 5/90)

Wager on, solicit or accept a bet on any intercollegiate team. (B/R 5/90)

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)
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)

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 5: Minor, Underaged, High School and/or Home-Schooled Students Enrolled in College Courses

Definitions

Adjunct Faculty: part-time, un-tenured, faculty members employed by WNC to meet students’ specific course needs.

Advocate: To support or urge by argument; a person who speaks or writes in support or defense of another person or group of people who is (are) unable to advocate for themselves; intercessor.

Canvas: An open-source learning management system (LMS) used by faculty at WNC for sharing syllabi, course content, exams, quizzes, work sheets and student grades up-to-the-minute; parents of minor children ought to be asking their children to share their Canvas grades on a weekly basis so that parents are in the know as pertains to their child’s academic performance.

Enable: Allowing or even helping someone continue to do something they really shouldn’t; describes dysfunctional behavior approaches that are intended to help resolve a specific problem but in fact may perpetuate or exacerbate the problem.

Enabler: One who enables; cf also Helicopter Parent, below.

Empower: Measures designed to increase the degree of autonomy and self-determination in people and in communities in order to support them to represent their interests in a responsible and self-determined way, acting on their own authority.

FERPA of 1974: Federal law that protects the privacy of student education records.

Helicopter Parent: A parent who takes an overprotective or excessive interest in the life of their child or children; a style of child rearing in which an overprotective mother or father or both discourages a child’s independence by being too involved in the child’s life; a parent who is overly involved in the life of his or her child.

Jump Start: The Jump Start College Program is a dual-enrollment opportunity for students in selected Nevada high schools. Students enroll in college courses through WNC while simultaneously earning high school credits. Jump Start College participants are able to complete up to 60 college credits through WNC, cf http://www.wnc.edu/jumpstart/. Courses taught by Dr. Carman are NOT Jump Start classes, although students enrolled in Jump Start may enroll in these courses.

Instructor: A full-time faculty member at WNC who is in the process of seeking tenure; a full-time faculty member at WNC who was hired in an emergency manner on a one-year contract; any faculty member at WNC who is not tenured.

Learning: the acquisition of knowledge or skills through experience, study, or by being taught.

Minors: as defined in NRS 609.440

Professor: A tenured faculty member who is responsible for providing the course content to students in a manner that is academically professionally acceptable, sets the rules of a course in accordance with correct and proper NSHE Code, WNC Policies and Procedures Manual and related federal, state and local laws, regulations and guidelines and provides a minimum of 5 hours of office hours a week for students to seek out academic assistance.

Responsibility: The state of a person being answerable or accountable for something within one’s power, control or management; a particular burden of obligation; the state of being the person who caused something to happen; something that a person should do because it is morally right, legally required, etc.; a duty or task that you are required or expected to do.

Study: The devotion of time and attention by students to acquiring knowledge on an academic subject, especially by means of books or other written or electronic means. In a 4-credit lab-based science course for 16 weeks, 3 hours a day outside of class, 7 days a week, is recommended as a minimum; for the same course taught over 8 weeks, 6 hours a day, 7 days a week is required as a minimum for minimal success.

Teaching: Applies to any manner of imparting information, knowledge or skill so that others might learn, cf Study, above.

Third Party Authorizations: The third party authorizations WNC has in PeopleSoft/myWNC are only for student services staff and do not apply to academic faculty.

Waiver to Release Records: A formal form to release academic records about a student to someone else. If a student wants to authorize an instructor or anyone else on campus to share any student academic records information, the
student must sign the form and present that form to the instructor or other staff member. With a signed form, it
remains the choice of the faculty member to share information or not.

POLICY:

Congratulations! You and your child have decided that he or she is ready to take a college course to
help him or her get ahead in his or her education.

Please remember that this is a college class/course and, as such, is taught to adults. If you have any
concerns at all about what your minor child may see or hear in class, you are encouraged to peruse
the course files online – you may not sit in class with him or her unless you are enrolled – this is for
safety purposes. Were we to experience a catastrophe on campus, you’d otherwise not be able to be
accounted for as your name would not be on a roster.

To visit with your child’s professor, be aware that FERPA of 1974 applies to your child in spite of his or
her age status and the professor can not discuss anything about his or her work with you unless s/he
signs off on it. It is also the choice of the professor to share information, even with a signed waiver.
It’s the professor’s responsibility to determine if sharing is in the best interest of the student. Parents
may be re-directed to either the Dean of Student Services or to the Director of the Liberal Arts [and
Sciences] Division.

Likewise, to ascertain that your child be as optimally successful as possible, please make sure s/he has
the proper equipment, e.g., the correct calculator, lecture notes in one form or another; and that they
are completing and turning in their homework in a timely manner. In many cases, students who are
co-matriculating college and high school have not been acculturated to college courses and have
difficulties meeting the rigorous requirements of a university-transfer college class.

Students are discouraged from signing, and parents are asked to refrain from asking their child to sign,
a FERPA waiver: academics is the responsibility of the student. If the parent desires to know how
their child is performing, their very best bet is to ask their child to open their Canvas folders and view
them on a weekly basis with their child. In addition, parents are advised to go over all of the Rules
and Course Snapshot for each course their child is enrolled in so that the parent is just as aware of
what is expected from their child as is their child. Furthermore, if regular worksheets are assigned,
the parent[s] is[are] advised to view those worksheets for timely completion.

The minor and his/her parent are advised to carefully go over the FAQ web page on Dr. Carman’s
website together. Statements potentially conflicting in the FAQ page regarding minor students are
superseded by this Policy.

Both the minor student and one parent or both parents are required to date and sign a hard copy of
Section 5, to keep a copy for their records; the student is to physically turn the signed copy in to Dr.
Carman no later than the beginning of the second lecture period of the current semester.

Student Name (Printed): _____________________________
Student Signature: _____________________________ Date Signed: ______________

Parent 1 Name (Print): ______________________________
Parent 1 Signature: _______________________________ Date Signed: ______________

Parent 2 Name (Print): ______________________________
Parent 2 Signature: _______________________________ Date Signed: ______________
Section 6. Student Health, Safety and Hygiene Issues

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.

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 via their parents if they qualify or through the Business Office at WNC. 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.

The use of alcoholic beverages and recreational drugs in class is strictly forbidden! 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!

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.

If you are female and pregnant or contemplating pregnancy during the time you are enrolled in any of Dr. Carmen'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 formaldehyde, isopropyl alcohol or glycerin are harmless and those practitioners who feel that they’re harmful to the developing fetus.

Advise your healthcare provider that the forms will be verified by your professor with the provider, not the front office person or a medical assistant, and this verification may be in the written form. Lack of verification nullifies the written statement.

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 (or current lab instructor, if appropriate) for guidance in that area. Men with hair of long length will put it up in a ponytail, or the like, as would be expected of a female student with hair of that same length.

A long "Fu Manchu" type beard represents a huge safety issue in the lab and either requires trimming or some manner of being braided/rolled out of the way. Resistance to keeping the “Fu Manchu” in a safe manner results in leaving the lab with a “0” for the day … every time.

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 (these are carefully identified on the Course Snapshot web page on Dr. Carman’s website. 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. No exceptions for style of lab coat or goggles without a physician’s statement clearly describing in detail the condition/diagnosis, ICD-9 (or ICD-10 or more current) code and current medications the person is taking for which the exception is desired.
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.

Pants, trousers, jeans, whatever you call them, are to be worn properly in the classroom and the lab -- not down around your knees.

There is to be no sitting or leaning or stacking on the Flammable Cabinets in the lab/prep room. This just makes sense. In labs where sitting is necessary, Dr. Carman will provide/guide you to appropriate surfaces as necessary.

Section 7. Laboratory SAFETY RULES

A) Chemistry Laboratory Glove Use Policy

Authority: 29CFR1910.138(a) General Requirements: Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

29CFR1910.138(b) Selection: Employers shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

WNC Environmental Health and Safety: The Environmental Health and Safety Department is committed to work with the entire college community to provide proactive service and assistance in maintaining safe and healthy campuses and environmentally sound policies and practices [for employees as well as for students; http://www.wnc.edu/policymanual/11-3-4.php#11-34Section7].

Background: Most employees and/or students who wear gloves in a Chemistry laboratory setting do so as a substitute for proper hand hygiene. This improper use of gloves leads to contamination of the entire laboratory setting. There is no such thing as a universally safe glove for a user in a Chemical laboratory setting. The purpose of this policy is to provide guidance for the proper wear and use of gloves in a Chemistry Laboratory setting.

Scope: Gloves may be worn in the Chemistry laboratory setting when safety merits their use; gloves are not required for wear in the Chemistry lab setting on a routine basis.

Student Responsibility: It shall be the student’s responsibility to know which glove (or gloves) is (are) appropriate for each individual experiment.

It shall be the student’s responsibility to read and properly apply the [M]SDS Safety Information to the experiment.

It shall be the student’s responsibility for purchasing proper gloves to use for each experimental procedure and per the [M]SDS.

It shall be the student’s responsibility to follow this policy if s/he chooses to wear gloves or to utilize proper Chemical laboratory hygiene (hand washing) if the student opts to not use gloves in the Chemistry laboratory setting.
Procedure: If the student chooses to wear gloves in the Chemistry laboratory setting, the proper
gloves are to be worn for one use/task and discarded upon completion of that use/task.
The student may use the following rule regarding glove change: if s/he would wash
their hands before going on with the next step in the experiment, s/he is to
remove the gloves using the inside out method, discard the gloves and obtain a
fresh set/pair of gloves. Repeat as necessary to complete the experiment.
The utilization of multiple pairs of gloves in a single experiment will require that the student read
the experiment ahead of time and plan for the proper number of pairs and types of gloves utilized
during each experiment.
The utilization of multiple pairs of gloves will require the student to read the [M]SDS for each
chemical used in the experiment so as to ascertain the proper glove material for each step in the
experiment.

Enforcement: Failure of the student to comply with this policy shall result in the student exiting
the lab with a resultant zero for the day’s experiment.

B) General Comments

BIOL 190 and CHEM 121 students are assigned specific lab drawers in a pod. Prior to each lab,
the student will check out the key to that drawer and use only the supplies from that drawer
(excepting items not in the drawers and clearly identified by the professor). Supplies are to be
returned to the specific pod drawer. Each drawer has been inventoried: excessive or missing
equipment from the drawer shall result in a full letter grade drop for the course. Please put
your supplies back where you got them every time. The pod drawer key is returned to Dr.
Carman at the end of the lab period before the student leaves the lab. Failure to return the key
shall result in an “F” for the course.

We adjust safety rules periodically to accommodate specific experiments. Each pre-lab lecturette
contains specific discussion on lab safety for that experiment. Student flexibility and memory will
be key as the safety rules may change weekly based on the specific experiment.

Read your experiments prior to coming to lab.

When you have completed your experiments, make certain to obtain Dr. Carman’s initials on your
experiment – no initials, no grade. Remember, too, that portions of your experiments are due in
Canvas, i.e., experiments are due as individually assigned in the Course Outline and in Canvas.

NO food (includes water, candy, chips, Chapstick, Lip Gloss, ad nauseum) in the lab.

As a result of the lab remodel in 201-203 ASP, there are lab lockers available. The lockers are
small and will accommodate course lecture/lab supplies and not much else. Anything you think
you need beyond locker storage, please make sure you lock up in your vehicle and bring ONLY
lecture/lab necessities.

Long hair needs to be put up out of the way: however you do this is your responsibility.

Wash lab benches with disinfectant and paper towels before you start your experiments.

Wash your hands after you’ve washed your lab bench area.

Keep stools in the lab “tucked in” as best as possible: they easily become fire/trip hazards if not
stored properly.

Fire extinguishers are located in the lab.

A fire blanket is located in the red cabinet marked “Fire Blanket”. Remember to stop, drop and
roll.
Eye wash stations are located in the lab.

If you spill a caustic chemical all over your clothes, you MUST immediately jump in the shower and remove all clothing. As of this writing, the heating element has been replaced in the hot water heater, hence, the water is not ice cold.

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. The whole group needs to form up at the north lobby in BRIS for a head count upon evacuation.

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).

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 until you have had your experimental data checked (signed) off by Dr. Carman or your present lab instructor. Failure to have it checked off results in a "0" for the day's work.

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.

Dispose of ALL waste as directed by Dr. Carman.

Wipe all spills – Dr. Carman or your present lab instructor cares NOT whose spills they are – clean 'em up!

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.

Report ANY injury to Dr. Carman or your present lab instructor.

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 style shoes or sandals 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 statement is required (and will require verification) if your injury is not obvious. You will be placed out of the way in the lab to minimize normal lab traffic flow disruption.

See also Injury statement in previous section[s].

Rinse and dry as best as possible your glassware at the end of the day and put it back in your lab drawer.

Throw paper towels in the trash; turn off hot plates. Wipe off all metal utensils and equipment you’ve used.

Move no electronic equipment.
Wash your lab bench with disinfectant and paper towels when you’ve completed your lab experiments.

Make no other plans during the time allotted for your experiments: 3 hours.

Wash your hands as you leave for the day, THEN pick up your items at the front of the lab as you leave.

Wash your hands when leaving to take, or are returning from, a break.

Perform no unauthorized experiments.

If you’re not sure, ask Dr. Carman.

Section 8: Professorial Disclaimer

Dr. Carman reserves the right to make changes at any time, as he deems necessary, to these rules and other documents on his website that pertain to the course in which you (the student) are enrolled.

Section 9. Cadaver Lab (203 ASP) Hearing Protection And Preservation Policy

A) General Statements

During the course of study using the cadaver lab, it is necessary to use a Stryker Saw (electric bone saw). The saw generates a great deal of noise as it cuts through bony tissue. As students learn in BIOL 223, Human Anatomy and Physiology I, the eighth cranial nerve (VIII; acoustic nerve, auditory nerve or vestibulocochlear nerve) is the softest of the cranial nerves and, hence, the most easily damaged by loud noises. This damage is irreversible and leads to hearing loss. Indeed, regular concert goer’s in their mid-teens to late-20’s are showing hearing loss that was once reserved for individuals in their 60’s.

OSHA has specific policies and fact sheets [1, 2] dealing with the protection and preservation of one’s hearing [3] (hyperlinks active).

While those policies are “the legal standard”, it is Dr. Carman’s professional opinion (cf http://www.drcarman.info/bio223lx/223lex10.pdf, slides 66-70 if you need a refresher) that OSHA’s policies are not stringent enough, hence, the hearing protection and preservation policy for use in the cadaver lab when the Stryker saw is in use follows in Section B.

B) Specific Statements

1) It shall be the policy that at any time the Stryker saw is in use, ALL students will purchase and wear hearing protection as described below:

   A) Absolutely NO ear plugs will be used so as to prevent potential contamination of the external ear, external auditory canal and/or tympanic membrane;

   B) Only ear muff types of hearing protection may be used as they minimize potential contamination much like the use of goggles in the lab;

   C) For the first lab period when the ear muffs are used, the muffs must be brought in in the original wrapper, still sealed, for Dr. Carman to examine and confirm safe applicability;
D) The ear muffs shall have a minimum noise reduction rating (NRR) of not less than 25 decibels and shall be readily verifiable;

E) Each student is responsible for obtaining and bringing their own set of ear muffs in advance of the date[s] they are needed;

F) Ear muffs of this type are available at most home improvement stores (e.g., Lowes or The Home Depot) or sporting goods stores (e.g., Cabella’s or Sportsman’s Warehouse);

G) Failure to have hearing protection on the days it’s required shall result in a loss of one letter grade for each infraction;

H) Three infractions will result in an “F” for the course;

I) Each student needs to put his/her name on the hearing protection for identification purposes;

J) Because hearing protection can make communication of a verbal nature challenging, pre-lab lecture must be listened to and followed carefully;

K) Activities in the cadaver lab must be closely watched by all (use a buddy system: one person cutting with another person watching his/her back) so as to minimize potential danger and/or injuries;

L) When the Stryker saw is no longer in use, students may remove their ear muffs and place them in a safe and clean area.

2) As necessary, this policy shall be updated as quickly as possible to reflect critical changes of necessity.

Section 10. Science Lab (201 ASP) Instructor Policy Statement

A) General Statements

It is the de facto policy that Western Nevada College (WNC) delegates authority to hiring managers (e.g., Academic Directors) to hire appropriately academically qualified/competent professionals to teach students in laboratory sections.

It is the de facto policy that the WNC Divisional Academic Director is the supervisor of the laboratory instructor.

It is Dr. Carman’s policy that lab instructors are their own entities, i.e., if students have issues with the lab instructor and are unable to work out the issue, then the student will take the unresolved issue to the Academic Director of Liberal Arts [and Sciences] for resolution.

It is Dr. Carman’s policy that another full time faculty member or the Academic Director will evaluate the laboratory instructor in accordance with WNC’s Policies and Procedures for part-time faculty evaluations.

It is Dr. Carman’s policy that these employees adhere to all of Dr. Carman’s Rules and policies while teaching the lab experience.

It is Dr. Carman’s policy that these employees use Dr. Carman’s experiments linked in sequence to his website to teach the laboratory experience.
It is Dr. Carman’s policy that these laboratory instructors provide Dr. Carman with the points earned (vis-à-vis the appropriate “Course Snapshot”) by each student through the 15th week of the semester via email-attached Excel spreadsheet.

It is Dr. Carman’s policy that the lab final exam will be turned in to Dr. Carman during the class’ ACS Chemistry national final exam in the 16th week of the semester (final exam week) and that Dr. Carman will grade the lab final exam and add those points to the points provided by the lab instructor in determining the students’ final grades for the course.

B) Specific Statements: Unofficial Position Description:

<table>
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<tr>
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<th>Academic Affairs</th>
<th>Effective Date:</th>
<th>March 2014</th>
</tr>
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<td>Liberal Arts [and Sciences]</td>
<td>Reports Directly to:</td>
<td>Director of Liberal Arts</td>
</tr>
<tr>
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<td>Biology, Chemistry and Nutrition</td>
<td>Informal/Periodic Inquiries to:</td>
<td>Division Ass’ts</td>
</tr>
<tr>
<td>Sub-Department:</td>
<td>Biology and/or Chemistry</td>
<td>Academic Inquiries to:</td>
<td>Course Faculty of Record</td>
</tr>
<tr>
<td>Minimum Academic Qualifications:</td>
<td>Master’s Degree in Appropriate Field</td>
<td>Years of Teaching Experience:</td>
<td>Academic Director’s Discretion</td>
</tr>
</tbody>
</table>

General Accountability

The Biology and/or Chemistry Laboratory Instructor shares responsibility for the effective operation of undergraduate teaching laboratories and related operations in the Chemistry curriculum.

Duties include:

- Maintenance of existing laboratory experiments and the apparati associated with them, including computer-aided exercises.

- Laboratory preparation, performance of experiments in preparation for teaching them to students and pre-/post-experimental exercises.

- Demonstration of experiments and software to undergraduate students.

- Purchases necessary disposable laboratory supplies (e.g., solid and liquid reagents; disposable glassware; reagent containers, et al) when unavailable in the lab (must be knowledgeable in lab inventory and locale) using student lab fees generated for the lab section.

  o Chemical Supply vendor examples already in the WNC system include:

    - Fisher Science [(Primary source – Fisher provides an educational discount on orders). Do NOT submit PO’s via WorkDay at this time (8 Jan 2019) – through Katy by sharing your wish list or shopping cart – Fisher has pricing “issues” that make budgeting difficult otherwise.]

    - Carolina Biological Supply Company

    - Sigma-Aldrich
Purchasing SOP include the following:

- Purchase is limited to lab fees for the class (e.g., 20 students X $50 a student = $1000 lab use “budget” for the semester) OR to no more than $2000 per order, per vendor, per day.

- Find necessary item[s] in online catalog and copy and paste URL (see also above comment regarding Fisher) into email to Katy (Katy.Edmunds@wnc.edu) or share shopping cart with Katy for order processing.

- Assessment of the performance of students and submission of lab scores to faculty of record for the course.

- Perform proper hazardous materials’ disposal IAW WNC’s EH&S policies and procedures (http://www.wnc.edu/ehs/) located on WNC’s publicly accessible website, as well as WNC’s intranet accessible by faculty and staff.

**Nature and Scope**

1. The Biology and/or Chemistry Laboratory Instructor works on their own initiative with minimal daily supervision, and reports to the Director of Liberal Arts.

2. The Biology and/or Chemistry Laboratory Instructor:

   a. Gives supervision and instruction on experiments to students prior to the commencement of each laboratory session.

   b. Provides specific emphasis to students on safety, equipment preparation, problems potentially encountered during the experiment, and data analysis.

3. The primary objective and challenge of the Biology and/or Chemistry Laboratory Instructor’s job is:

   a. Take full academic responsibility for the lab sections and lab exercises to which they are assigned each term. This includes: the grading scheme, using web-based course material delivery where appropriate, assigning lab groups for the experiments, giving instruction to students regarding course expectations and requirements, assisting with grading, assessing and submitting final course grades, responding to inquiries and appeals regarding grades.
      - i. Department policy is that any student having DSS needs is to provide only double time, if requested, for quizzes and exams.

   b. Work with other teaching staff to ensure that all experiments in all courses work when classes meet. Work to ensure that all the Biology and/or Chemistry lab exercises have consistent expectations and practice.

   c. Provide technical support in the teaching process by being present at laboratory classes and explaining proper use of equipment to the undergraduate students performing the experiments.

4. Where abilities, interests and opportunities exist, deliver undergraduate lectures and/or tutorials in the Chemistry program.

5. Other duties of the Biology and/or Chemistry Laboratory Instructor include:
a. Preparation of chemical solutions, biological specimens and other materials required in the laboratories.

b. Familiarity with individual experiments and operation of special laboratory equipment, including analytical equipment, data measurement devices and meters, pumps, reactors, membranes, heat exchangers, other unit operations, and biological materials and equipment such as microscopes.

c. Handle paperwork associated with the purchase and repair of laboratory equipment, supplies and inventory.

d. Supervise health and safety aspects of undergraduate laboratories for all users.

e. Perform library searches, reading, and professional training to remain current with developments in chemistry and education.

f. Coordinate with the faculty of record on student-required materials, e.g., texts, lab books, goggles, lab coats, web requirements.

Statistical Data

Courses in Biology and/or Chemistry, including the laboratory courses, enroll up to approximately 32 (201 ASP) or 30 (Coming BIOL lab remodel) students per lab section per term. Laboratory courses occur in each of the two terms per year. There are approximately 200 Biology and/or Chemistry undergraduate students on the Carson City campus over the academic year, of which only a few are Biology and/or Chemistry Majors in the making; the remainder are pre-professional students, e.g., pre-nursing, pre-med, pre-pharmacy, ad nauseum, or general education students.

Specific Accountabilities

1. Smooth operation of assigned undergraduate Biology and/or Chemistry Laboratories.

2. Administration of the assigned undergraduate laboratory courses and exercises and a commitment to continuous quality improvement.

3. Supervision and instruction of the students in each assigned lab section.

4. Provide effective leadership in the laboratory, including instruction of students and assessment of their academic performance.

5. Provide effective safety leadership, intervention and enforcement in the laboratory environment.

6. Collaborate with the other department teaching staff IAW institutional and individual faculty policies to provide course coverage in case of emergencies.

Working Conditions

1. The Biology and/or Chemistry Laboratory Instructor is expected to organize their work such that they are present during all scheduled lab periods.

2. Most of the time is spent:
a. in teaching labs (including computer-aided teaching) or in office hours, working with undergraduate students, or

b. in the laboratory performing experiments (schedule with Chelsie or Katy to negate scheduling conflicts), verifying supplies, preparing orders for needed supplies, locating and preparing equipment, reagents and materials for the lab experiments.

Section 11: Canvas and Academic Integrity

1) Canvas Help Line: (855) 308-2493. If you have any issues with Canvas, call them! Do not email or call or confer with faculty as we know nothing from the technical end of things and most of us don’t use Canvas on anything other than a PC.

a) Should a student choose to email the faculty member regarding an issue with Canvas, it would behoove that student to re-contact the faculty member should the student resolve the issue as a matter of practical (common) courtesy.

b) When the student has an issue with Canvas, the student needs to submit a work order to Canvas (via Help) with the specific request to have Canvas reply (cc) to the faculty member, as well, throughout the resolution process.

2) Canvas Notifications: It’s the student’s responsibility to have their Canvas notifications set properly. If you’re having difficulty with that, see 1) above.

a) Dr. Carman does NOT communicate through Canvas: rather through email. Dr. Carman uses Canvas ONLY for graded assignments and assigning final course grades.

b) Note that open/close/due times may vary by assignment. It’s the student’s responsibility to keep up with any variations in Canvas assignments.

3) Smart Phone Service: It’s the student’s responsibility to confirm that service is available to/for their phone at any site/location on WNC’s campus. It’s the student’s responsibility to know how to use his/her smart phone. It’s the student’s responsibility to be aware of hotspots and dead spots for phone service.

4) Wi-Fi service: Using your WNC Anywhere login and password, students have access to free wi-fi on WNC’s campuses, as well as in 201 and 203 ASP (they have their own hotspots). It’s the student’s responsibility to have both login and password information memorized. Be aware that WNC’s Wi-Fi is not a secured network. It’s the student’s responsibility to be aware of hotspots and dead spots for Wi-Fi service.

4a) Students will be using WNC-purchased iPads for their exams. Make sure to be early to get your iPad and get logged in ahead of exams.

5) Internet Service Provider (ISP): It’s the student’s responsibility to confirm that their home ISP is compatible with Canvas, myWNC and gmail, as well as to have un-interrupted service of a routine nature. It is the student’s responsibility to inform their ISP if there are any issues and have those issues resolved promptly. Emergent ISP outages or service interruptions are usually well publicized by the press.

6) Did you know that Canvas has an “Action (or Activity) Log” to which Faculty have access to observe
what actions students took during a quiz or exam? It does: Faculty can see when students leave Canvas during a quiz or exam, Faculty can see when students’ve changed their answer, Faculty can see when students changed their answer after they left Canvas’ page and Faculty can see if students just did the work like they’re supposed to.

Also: ONLY one browser tab open during exams.

Exhibit 1 (lower right image, bottom previous page): The log of a Canvas-based Quiz where the student simply performed as required, i.e., took and completed the quiz on his/her own without deviation and with integrity.

Exhibit 2 (Middle of this page): The log of a Canvas-based Quiz where the student changed an answer (purple arrows; no big deal) and left Canvas twice to find an answer to a question (blue arrows; really big deal) … and changed their response/answer each time. This student completed the quiz using outside assistance (this is called cheating) and completed the quiz without integrity.

Exhibit 3 (Immediately below): A log from a Canvas-based Quiz performed by a student who was thoughtful and completed the work on his/her own, i.e., with integrity.
To allay feelings of “being picked on”, here’s an example of cheating in a course other than CHEM 121. Exhibit 4 (Top of page): A log from a Canvas-based Quiz performed by a student who did not perform with honor, dignity, honesty or integrity, i.e., who cheated (blue arrows).

**Integrity is doing something the right way, every time, regardless if someone is watching or not.** Integrity does not mean “do what you can as long as you don’t get caught”.

7) Dr. Carman’s in-class Rules are located on his main web page: [http://www.drcarman.info](http://www.drcarman.info)

8) Per the Rules and Syllabus Affirmation Quiz that each student was required to complete (or forfeit 50 points from the course) in Canvas, every student has certified that they read and understood every section of the Rules, which included a section on Academic Integrity that was linked to WNC’s Academic Integrity Policy 3-4-5, cf Section 1.

Per the Canvas-based Rules and Syllabus Affirmation Quiz that each student was required to complete (or forfeit 50 points from the course total for failure to complete, cf Section 11) in Canvas, every student has certified that they read and understood every section of the Rules, which included a section on Dr. Carman’s Professorial Disclaimer (Section 7).

9) **Academic Integrity Punishments**: Did you know that if you are found guilty of cheating by WNC that you can be expelled from WNC?

Did you know that being expelled from WNC means that you are automatically expelled from all other NSHE institutions in Nevada?

Did you know that the only way to obtain permission to enroll in another NSHE institution once you’ve been expelled is to personally appeal to the institutional President for permission to enroll?

Did you know that using your phone for the quizzes and your laptop, tablet, phablet and/or PC concurrently to bypass the Action Log is still cheating?

Per Dr. Carman’s Rules, anyone caught cheating will be removed from the course with an “F”.

You may appeal that decision to WNC’s Academic Standards and Student Conduct Committee by filing the appropriate paperwork through the Office of the CESSO.

Be aware that the following items/documents will be automatically forwarded to the Dean upon either the charge of cheating or upon notification of your appeal or both:

1) The results of your Canvas-based Rules and Syllabus Affirmation Quiz

2) A copy of these Rules/Policies

3) A copy of this document (via hyperlink)

4) The Canvas Action/Activity Log for the specific assignment in question

5) The complete recorded score entries in your Canvas Grade Book

10) This document serves as NOTICE.
Section 12: Rules for Being An Academically Successful Student Citizen

in the Classroom and Laboratory Signatory

These three pages will be e-submitted via Canvas-based Quizzes: read them carefully ahead of time! Failure to submit/complete this assignment ON TIME in Canvas will result in a loss of 50 points.

Furthermore, failure to complete this assignment, by default, does not waive your obligation to comply with these rules. No excuses or exceptions! This includes late enrolling students!

I have read, I understand and I agree to follow the above rules (i.e., Sections I-X), the FAQ’s and the Horizontal Violence Seminar, the Course Snapshot for the course in which I’ve enrolled and I have a copy of all 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 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 day every day of the week for this course (and 6 hours a day in accelerated courses) and to completing this course, in the regular semester (summer courses require more study time).

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 may leave this course and Internet (myWNC) withdraw from this course per WNC’s withdrawal policy that I have read and understand.

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 and verified by Dr. Carman.

I understand that it is my responsibility to possess and have read the current semester schedule and am aware of the date[s] of the final exam[s] 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 criminal investigation and prosecution as well as my leaving the course.

I have read, I understand and I agree to abide by Dr. Carman’s Laboratory Safety Rules.
I have received a lab safety lecture and orientation in lab (201 ASP) that included the location and identification of Manufacturer’s Safety Data Sheets (MSDS’ – soon to be Safety Data Sheets per OSHA).

I have received a lab safety lecture and orientation in lab (201 ASP) that included a demonstration of the emergency shower, the emergency eye washes and instruction to keep the emergency eye wash areas (yellow taped off areas) clear and free of any and all obstacles to its/their use.

I have read, I understand and I agree to abide by the Laboratory Glove Use Policy.

I understand that the Rules, et al, may change throughout the course of the semester at Dr. Carman’s discretion, vis-à-vis Section 8 of Dr. Carman’s Rules.

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

Furthermore, on the advice of WNC Legal Counsel and the WNC Environmental Health and Safety Director, I, _____________________________ (printed student’s name), am a student enrolled at Western Nevada College, a member institutions of the Nevada System of Higher Education (“NSHE”), for the ________________________ semester. I have enrolled in Biology and/or Chemistry courses. I understand and hereby acknowledge that my participation in Biology and/or Chemistry may expose me to hazardous materials and other risks. I understand and acknowledge that I have a responsibility to know how to respond in the event of an accidental exposure. In consideration of my being allowed to participate in Biology and Chemistry courses, I hereby agree as follows:

1. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry courses, I must carefully read and understand the procedure/experiment that will be performed in the laboratory.

2. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry courses, I must attend the responsible instructor’s laboratory safety orientation and fully read the procedure that is described in the textbook, the instructor’s website or in an instructor handout prior to attempting to perform the procedure/experiment.

3. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry courses, I must utilize personal protective equipment, which may include, but is not limited to, laboratory coat, gloves, foot protection, and chemical splash goggles.

4. I understand that exposure to, inhalation of, or ingestion of hazardous materials, noxious chemicals, and/or preserved specimens involve the risk of injury or death. I understand that exposure to broken glass, hot plates, and flammable materials also involve the risk of injury or death. I understand that my complying with the conditions described above substantially reduces the risk of injury or death. I understand, accept, and voluntarily assume these risks.

5. I understand that neither the NSHE nor Western Nevada College will provide medical or health insurance coverage to me during any aspect of my participation in Biology and/or Chemistry courses. I hereby represent and warrant that I am and will be covered throughout the activity by a policy of comprehensive health and accident insurance that provides coverage for injuries I may sustain in the course of my participation in the activity. I understand I may be required to show proof of insurance coverage prior to my enrollment in Biology and/or Chemistry courses.
6. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend, and hold harmless the NSHE, Western Nevada College, and their employees, agents, and representatives, from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during, or are connected in any manner with my enrollment in Biology and/or Chemistry courses.

7. To the extent authorized by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the NSHE, Western Nevada College, and Western Nevada Musical Theatre Company, and their employees, agents, and representatives, from any and all liability, loss, damage or expense, including attorneys’ fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys’ fees, which arise out of, occur during, or are in any way connected with my enrollment in Biology and/or Chemistry courses.

8. To the extent that I, individually, or my heirs, successors, assigns, or personal representatives bring a claim of any kind whatsoever against the NSHE, Western Nevada College, and/or their employees, agents, and representatives, I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Nevada, including the provisions of Nevada Revised Statutes Chapter 41; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document, I hereby acknowledge that I have read this entire (and associated) document(s), that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Participant’s Name: ____________________________________________

Signature: ____________________________________________________

Course and Section Student Enrolled in: ____________________________

If Student is under the age of majority and has not been emancipated or is enrolled in high school:

Parent’s Signature: ____________________________________________

Dated: ________________________________