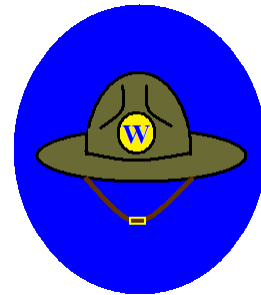


College Boot Camp



Success is not final, failure is not fatal: it is the courage to continue that counts. Winston Churchill

Glossary

Academic Freedom: Academic freedom is essential to ...

... institutions of higher education that are conducted for the common good and not to further the interest of either the individual member of the faculty or the institution. The continued existence of the common good depends upon the free search for truth and knowledge and their free exposition

...

... and is applicable to both teaching and research. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. Freedom in research is fundamental to the advancement of truth and knowledge. A member of the faculty has freedom and an obligation, in the classroom or in research, to discuss and pursue the faculty member's subject with candor and integrity, even when the subject requires consideration of topics which may be politically, socially or scientifically controversial. In order to insure the freedom to seek and profess truth and knowledge, as stated in Section 2.3 of the Nevada System of Higher Education Code, the faculty member, as defined in Section 2.2 of this chapter, shall not be subjected to censorship or discipline by the Nevada System of Higher Education on grounds that the faculty member has expressed opinions or views which are controversial, unpopular or contrary to the attitudes of the Nevada System of Higher Education or the community. (B/R 4/02)

Academic freedom is the right of all members of the faculty, part-time or full-time, including graduate assistants and fellows, in the Nevada System of Higher Education. Academic freedom is also extended to the invited guests of the Nevada System of Higher Education. (B/R 4/02)

Academic Integrity: Integrity is doing the right thing all of the time, every time, even when no one else is looking. Academic integrity balances academic freedom with academic responsibility.

Academic Problems: This is what faculty do. Let us help you help yourself (see "Empowering"). 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.

Academic Responsibility: The concept of academic freedom is accompanied by the equally demanding concept of academic responsibility. A member of the faculty is responsible for the maintenance of appropriate standards of scholarship and instruction.

Accountability: The obligation of a person to bear the consequences for failure to [achieve] as expected, desired, hoped or imagined.

Achievement: Something completed or attained successfully. Achievement means students accomplish a course of study in such a manner, and at such a standard, that students are academically back-grounded and prepared for their next course[s] or program[s] in their academic endeavors. Sometimes, failure is more of a success than success itself: one learns more from one's failures than from one's successes.

ACS: American Chemical Society; the gold standard for chemical education assessment.

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

ADA Amendments Act of 2008 (<http://www.eeoc.gov/laws/statutes/adaaa.cfm>): Extends ADA of 1990.

Assessment: A process of gathering and documenting information about the achievement and skills of an individual or group of individuals and using that evidence-based information (data) to improve and increase student achievement for and in future courses.

Assignments: Projects or problems assigned to the student by the professor to aid in learning the material.

Attendance: The student's active, participating, presence in lecture, lab or clinical periods. 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 attend class or lab make certain that you discuss with your classmates what you missed.

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.

Attrition: A reduction in numbers usually resulting from resignation, retirement or death. In colleges and universities, the exiting of a course by a student or students; the reasons vary.

Boundaries: Something that defines where one person stops and another begins. They may be physical, they may be psychological, they may be cultural. The phrase "crossing a line" means someone has crossed over (violated) another person's boundaries. Rules give boundaries and structure to stay within those boundaries.

Classroom Behavior: Mandated by the Board of Regents and clearly published in the Board of Regents Handbook and the WNC Online Catalog. Students, and other visitors to NSHE institutions, are expected to read, and comply with, those policies and behave in accordance with those Rules and Regulations.

Collaboration: To work together, especially in a joint intellectual effort.

Compartmentalization: To separate into distinct parts, categories, or compartments. This is common in academics in spite of the use of pre-requisite courses to support following course work.

Cooperation: Association of persons for common benefit.

Co-requisite Course: A course to be taken at the same time as another course.

Course Grade: see "Grade".

Credit Hours: Determined by the institution and its accreditation agency. At WNC, 1 credit of lecture equates to 50 minutes of lecture once a week for 16 weeks. At WNC, 1 credit of laboratory[-related] activities equates to 2 hours and 45 minutes of lab once a week for 16 weeks.

Degree: Documentation that a student has completed a minimum program of study as set forth by the NSHE, the Institution and its accreditation agency. An associate degree is a two year degree that usually requires a minimum of 60 credits. A bachelor's degree is a four year degree that usually requires a minimum of 120 credits. Master's and doctoral degrees vary in their academic requirements. Professional degrees, e.g., JD, DC, DDS, DVM, MD, DO, OD, DPM, have specific requirements that include licensing exams. Only individuals holding doctorates (e.g., Sc.D., D.Sc., Ph.D., Ed.D., MD, DDS, DVM, DC, OD, DPM) are addressed as "Dr."; all others are addressed as "Mr.", "Mrs.", "Ms.", "Miss", "Professor" or per faculty direction/preference (cf "Respect", below). I have higher expectations from students in my classes who already hold college degrees.

Diversity: 1) ethnic, gender, racial, and socioeconomic variety in a situation, institution, or group; 2) the coexistence of different ethnic, gender, racial, socioeconomic and academic groups within one social unit; 3) the condition of having or being composed of differing elements : VARIETY; the inclusion of different types of people in a group or organization e.g., programs intended to promote *diversity* in schools; 3. the state or quality of being different or varied 4. a point of difference 5. *logic* the relation that holds between two entities when and only when they are not identical; 6. the property of being numerically distinct; 7. a. The fact or quality of being diverse; difference. b. A point or respect in which things differ. 8. Variety or multiformity. [Dictionary.com; Merriam-Webster Dictionary; World English Dictionary; The Free Dictionary by Farlex]

Due Date: The date upon which an assignment is due; not before and not after that date. Assignments will not be accepted after the due date with the exceptions noted under "Make-Up Policy".

Education: A body of knowledge for which students pay 1) to receive instruction, 2) to learn and 3) to demonstrate that learning by a variety of assessment methods. See also “Pre-Requisite Course”.

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

You are advised to lock these items in the trunk of your vehicle for your own security. Failure to comply with either option given, above, results in a loss of 100 points for each violation.

Email: Electronic mail; you are welcome to email faculty 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.

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

- a. “Oliver P. Shagnasty<myemailaddress@server.com>”.
- b. The name MUST match with a student’s name on course rosters. Failure to format your email address properly will result in a non-response.
- c. In the Subject line of your email, you must begin it with “DEPT ##### Section Question”, e.g. “CHEM 121 CO4 Question”.
- d. Failure to format the Subject line properly will result in a non-response.

Emphasis: A concentrated field of study at the two year college.

Empowering: Giving someone what they “need” to be successful in the future, e.g., rigorous standards of learning that requires effort on the part of the student to master the material so that the student doesn’t have to learn the material in addition to course content in the future; renders the student more academically successful in the future.

Enabling: Giving someone what they “want” when one knows that it will have negative ramifications in the future, e.g., an easy grade that requires no effort from the student, yet which does not aid the student in being more academically successful in future courses.

English: The official course language. 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.

Examinations: aka “tests”. Exams are designed to assess students’ learning/mastery of the material as indicated on the course Syllabus/Outline and/or in the Rules and/or Guidelines for the course. The format and policies of exams are unique to each faculty member and are protected by academic freedom. For this faculty member, exams are secured and are not returned to, or reviewed with, students. Make sure that you understand those policies clearly.

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

General Education: A common core of courses required of all students to complete to meet degree requirements.

General Elective: A course chosen by the individual student to fill in degree requirements; these courses usually give more depth and breadth to the student’s educational experience and learning.

Grade: A letter assigned per NSHE Code as a result of points earned by each student completing a course and which represents a measure of the mastery of the material across the complete course by that student. By extension, there are no “A” students on the first day of any course, nor are there any “F” students. All students begin equally with zero (0) points on day one of the course. Each student earns points towards the grade in the course.

Caveat: a student who has earned an “A” in an Art class may not necessarily earn an “A” in a Science class, or *vice versa*, as the fields of study are different and require different efforts and neurological functions.

Caveat: possessing a degree, or degrees, in unrelated fields does not imply success in the unrelated field, e.g., a person with a doctoral degree in business may not find science to be a field in which s/he will be equally as successful, or *vice versa*.

Caveat: Folks already working/employed in a field may not perform academically as well as those who have no experience in that area, e.g., people working in healthcare generally do not perform academically as well in the basic courses as those who do not work in health care.

Grading Scale: In small part determined by the NSHE and in large part determined by the faculty member teaching students about the course material. The NSHE has established what “letters” may be used for grades and what each “letter” means. Each faculty member determines what point spread in his/her course fits each “letter”. This range and classification is unique to each faculty member. It may be traditional; it may be non-traditional; it may be derived statistically – see Academic Freedom and Academic Responsibility.

Instant Messaging: Something done between 2 or more people on a computer or cell phone outside of class and/or lab.

Instructor: A person employed by the institution for the purposes of providing instruction to students. These may be part-time or they may be full time, non-tenured faculty.

Jump drive: A flash memory card that plugs into the computer's USB port. Small enough to hook onto a keychain, it emulates a small disk drive and allows data to be easily transferred from one machine to another. Software drivers are not required for the latest operating systems, but are available on the Web for legacy systems such as Windows 98, Windows NT and Mac OS 8. Also known as a "flash drive," "pen drive," "keychain drive," "key drive," "USB key," "USB stick" and "memory key," numerous brand names have also been coined such as Lexar's JumpDrive and Trek 2000 International's ThumbDrive.

Laboratory Period: A period of time students are required to be, and participate, in a laboratory setting. This may vary from 1 hour and 15 minutes for a twice a week lab to 2 hours and 45 minutes for a once a week lab.

Learning: Is an action word; a verb. Learning requires the student to actively internalize the information, seek explanation where it seems unclear, master the material and demonstrate that mastery in assessments/exams to the faculty member by way of performing on exams. Learning is Empowering. Those who learn do so by teaching others, see “Study Group”.

Lecture Period: A period of time students are required to be, and participate, in class. This may vary from 50 minutes for a three time a week meeting to 1 hour and 15 minutes for a twice a week meeting to 2 hours and 45 minutes for a once a week meeting.

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 the faculty member). These letters are based off of course performances, 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 ...

Lock: A metallic item used to secure a locker. Remember to remove it after you have used the locker; otherwise, the lock will be cut off.

Locker: A metallic storage unit for short-term storage (i.e., during lab) of items, when available, used by students on campus.

Major: A concentrated field of study at the four year college. A major tends to be from 40-50 credits in one field, depending on the institution.

Make-up Policy: Varies by faculty. For this faculty member, policy is as follows:

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

1. Military Personnel and State of NV Emergency Personnel on orders (bring copy of orders for excuse);
2. Disabled Students (MUST follow WNC's DSS Rules and Guidelines as per ADA and ADAAA2008);
3. Jury Duty (provide copy of court order).

If you fit one of these above criteria, it is the student's responsibility to coordinate alternative exam conditions with your professor and/or DSS. Inclement Weather Policy may be found at <http://www.drcarman.info/11rules01.pdf>.

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

Minor: A less concentrated field of study at the four year college. A minor tends to be from 12-20 credits in one field depending on the institution.

Mnemonic: A phonetic device used to remember information, e.g., the 12 pairs of cranial nerves and their actions can be remembered by the following mnemonic devices:

Cranial Nerve Number	Cranial Nerve Name	Cranial Nerve Mnemonic	Sensory, Motor or Both	Mnemonic
I	Olfactory	On	Sensory	Silly
II	Optic	Old	Sensory	Sally's
III	Oculomotor	Olympus'	Motor	Mother
IV	Trochlear	Tiny	Motor	Makes
V	Trigeminal	Tops	Both	Big
VI	Abducens	A	Motor	Maroon
VII	Facial	Fin	Both	Balls
VIII	Acoustic	And	Sensory	Sail
IX	Glossopharyngeal	German	Both	By
X	Vagus	Viewed	Both	Bob's
XI	Spinal Accessory	Some	Both	Blue
XII	Hypoglossal	Hops	Motor	Mercedes

NLNAC: National League for Nursing Accreditation Commission; the accrediting body for WNC's Nursing Program.

NSHE: Nevada System of Higher Education

Nurse Practice Act: NRS 632 and NAC 632, inclusive.

"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 law enforcement and health care fields. In addition, research shows clearly that when one incurs some sort of injury, colorful language actually helps the person cope with the discomfort. As long as it's not used in an abusive manner, this form of language is permissible in this classroom and/or lab. It need not be expressed above 75 decibels, however.

Offensive behaviors: 1) see "Respect", below; 2) is a bidirectional flow, e.g., faculty, too, find many behaviors offensive in the classroom and laboratory, e.g., failure of students to follow rules. If you have difficulty following rules and appropriate classroom etiquette, please exit the course.

Personal Problems: Please go see one of WNC's counselors, 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. Your faculty person will be happy to make a referral within WNC's Counseling Offices for you if need be.

Pre-requisite Course: A course to be completed satisfactorily prior to beginning another course. Proper pre-requisite preparation aids the student in being more academically successful in follow-up courses. See also “Empowering” and “Enabling” and “Academic Responsibility” and “Academic Integrity”.

Professor: A tenured full time faculty person employed for the purpose of providing academic instruction and/or academic guidance to students.

Reading: Minimum initial required reading level is 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.

Respect: The state of being regarded with honor or esteem; to show consideration for. Respect varies by culture and by generation, e.g., some people view tardiness as a sign of disrespect, while others do not; some view wearing brimmed hats in the classroom or laboratory as a sign of disrespect, some do not; some view talking in class as a sign of disrespect, some do not; some view the turning in of assignments late as a sign of disrespect, some do not. This professor is one who takes the former view. Some view a lack of participation, inactivity, unpreparedness, poor exam performance as signs of disrespect to the class as a whole, some do not. Remember: there is more to “diversity” than just culture.

RN-NCLEX: aka NCLEX-RN; National Council Licensure Examination; exam required to earn the suffix “RN”.

Root URL: See “URL” and “Website”.

Semester: At WNC a period of time not to exceed 16 weeks: 15 weeks of instruction[ally related activities] plus one week of final exam activities.

Service: Useful labor that usually does not produce a tangible commodity; contribution to the welfare of others; e.g., higher education.

Servitude: From Latin, *servitudo*, slavery; Latin, *servus*, slave; a condition in which one lacks liberty especially to determine one’s course of action or way of life; slavery was outlawed in 1865 (beginning as early as September 1862 via the draft Emancipation Proclamation; active 1 January 1863; culminated in 13th amendment movement in 1864 to US Constitution).

Sharpshooter: A person who seems to get pleasure from making others, particularly leaders, look bad. A person who has a need to be the “center of attention” and a need to look good by attempting to make others look bad. This person usually sounds off in class and does not perform well on exams.

Social Promotion: The “gifting” of a grade to [a] student[s] where the grade wasn’t earned. This is usually because the faculty member either wants to get rid of the student or wants to be popular with students. As a general rule, these students suffer down the line in follow-up courses. See also “Academic Responsibility” and “Academic Integrity”.

Standard: Something against which all other attributes are measured and/or compared. At WNC, this is reflected in course grades in Rev. 245 (06/10) Title 4, Chapter 16, Page 20-21, NSHE Code.

Study Group: A small group of students (2-5) who meet regularly to study together to learn the course material together.

Study Time: Established by each student to meet his or her academic goals. As a rule, students should plan on 3 hours a day of study outside of class and lab every day for each course in which s/he is enrolled for optimal academic success.

Syllabus: The rules for a course. May also be called an Outline or Rules or Guidelines or Glossary or any combination thereof depending on the faculty person. This [these] document[s] drive[s] the course and its outcomes.

Teaching: Is an action word; a verb. It is the sharing of information by and from a learned person to and with a student as well as explaining the information as best as possible. Those who teach are always learning.

Tenure: means academic freedom and continuing employment, which may be terminated only for the reasons specified in the Nevada System of Higher Education Code.

Texting: Something done between 2 or more people on a cell phone outside of class and/or lab.

Thumb drive: see "Jump Drive"

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

URL: Uniform Resource Locator; web address for a website; may terminate in .edu, .com, .info, .net, .org, .biz; at present these are the suffixes publicly available.

Veterans: Individuals who have served in the Armed Forces of the United States of America. As a veteran, I welcome you to this course. Do keep in mind that I have higher academic expectations from veterans.

Website: a connected group of pages on the World Wide Web regarded as a single entity, usually maintained by one person or organization and devoted to a single topic or several closely related topics, e.g., <http://www.drcarman.info>. See also "URL".

Webpage: a single, often-times hypertext, document on the World Wide Web (www or W-3) that can incorporate text, graphics, sounds, etc., e.g., <http://www.drcarman.info/txtsumnt.pdf>.

This Glossary Effective Spring 2012 Semester

Thoughts to ponder:

If everyone is thinking alike, then somebody isn't thinking.
George S. Patton, Jr.

The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.
Vince Lombardi

A people that values its privileges above its principles soon loses both.
Dwight D. Eisenhower

Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.
Henry Ford

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.
Albert Schweitzer

Weakness of attitude becomes weakness of character.
Albert Einstein