

1 **Academic Citizenship: Rules in the Classroom**
2 **& Laboratory**

3 Dr. Steve Carman

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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 per face time 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.

93 **Strongly Recommended Software and Competencies:** It is strongly recommended that all
94 students have accessibility to and intermediate (at the minimum) competencies in/with the
95 following softwares: Microsoft Word, Microsoft PowerPoint and Microsoft Excel.
96

97 **“Off-Color Language”: Swearin’ and Cussin’.** While not necessarily the most politically correct
98 (or polite) manner of language, this form of communication is, nevertheless, prominent
99 throughout society: particularly in the military, law enforcement and health care fields. In
100 addition, research shows clearly that when one incurs some sort of injury, e.g., banging your knee
101 on a sharp cabinet corner, slicing your finger with a scalpel blade, dropping a \$750 Ostwald pipet
102 on the floor, colorful language actually helps the person cope with the discomfort. As long as it’s
103 not used in an abusive manner, and as long as it doesn’t cross a societally delicate line, this form
104 of language is permissible in the classroom and/or lab. It need not be expressed above 75
105 decibels, however.
106

107 **Make-Up Policy:** Dr. Carman does NOT give exams ahead of time or as make-up exams, i.e., no
108 make-up experiments or exams are available. In other words, the only time to take the exams is
109 when they are offered in the computer lab or cadaver lab. NO exceptions other than for students
110 enrolled via DSS or active duty military on orders or as indicated below. In addition, it is the
111 student's responsibility to read the semester schedule to know when the final exam week is and
112 when the final exam for the course will be given. It is the student's responsibility to be in the
113 classroom on that day, or days, for the exam or take a zero for the exam; schedule flights,
114 weddings, vacations and trips away from exam dates – final exams or otherwise -- to optimize
115 your success in this class. **Please do not ask for an exception as the answer will be "no".** Dr.
116 Carman reserves the right to adjust this policy for matters of a life or death nature --
117 documentation will be required from the student.
118

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

120
121 Active Duty Military Personnel and State of NV Emergency Personnel on orders (bring
122 copy of orders for excuse with person of contact for verification);
123

124 Disabled Students (MUST follow WNC’s DSS Rules and Guidelines as per ADA);
125

126 Jury Duty or subpoenaed as a witness for a court proceeding (provide copy of court order).
127

128 If you fit one of these above criteria, and only one of these criteria, it is your responsibility
129 to coordinate alternative exam conditions with your professor and/or DSS.
130

131 **Emergency Faculty Coverage Policy** – in the event that someone is needed to step in to cover Dr.
132 Carman’s courses for a prolonged period of time, students are expected to follow through in a
133 cooperative, adult manner with the covering individual without complaint and to comply with all
134 articles of academic freedom as set forth in the NSHE Code, covering, but not limited to, the use
135 of the incoming person’s lecture note style/format and exam format.
136

137 If the period of time that Dr. Carman is absent from class does not exceed a week, labs
138 will be completed as rescheduled upon his return; lectures will be kept up with by the students
139 using the web-based lectures. Dr. Carman will use the website and email to maintain contact with
140 students during this short time of absence.
141

142 If the covering occurs early in the semester (within the first 2 weeks of a 16 weeks’
143 semester course; within the first week of an accelerated, 8 weeks’ semester course) for the
144 remainder of the semester, it may be necessary for students to obtain different textbooks and
145 lab experiments.
146

147 If the covering occurs late in the semester (in the last 2 weeks of the semester) for the
148 remainder of the semester, it will be necessary for the covering faculty member to continue using

149 the texts/experiments currently under use for the remaining time of the semester. Lecture notes
150 are the choice of the covering faculty member per NSHE codified academic freedom definitions.
151

152 If the covering occurs approximately mid-way in the semester, it is expected that students
153 retain their current textbook and experiments while the covering faculty member uses his/her
154 own lecture notes/formats in as expedient a manner as necessary to complete the course work
155 on time and within NSHE/WNC guidelines as best as possible and with as little interference as
156 possible.
157

158 All parties, i.e., students, covering faculty person and administrators, need to retain as
159 much flexibility as possible so as to provide the students with the best possible academic
160 preparation keeping an eye to future coursework for optimal success, i.e., the covering faculty
161 person is the person who has the most information in the classroom and needs, of necessity, to
162 have the responsibility and ability to make scheduling changes as necessary to complete the
163 work in a timely manner.
164

165 In these times of economic strife, be aware that lab experiments may need to be
166 adjusted depending on the amount of lab fees remaining and the numbers of supplies
167 remaining available for teaching the course. Every effort is made to ascertain adequate
168 numbers of supplies for each experiment.
169

170 **FERPA of 1974:** Is to protect your privacy. This is Education's version of HIPAA (and that predated
171 HIPAA). Please adhere to it, i.e., if your professor is discussing something with a student give
172 them the necessary respect and space (distance) to discuss it out of earshot in private.
173

174 **Underaged and/or High School Students:** FERPA of 1974 applies to you, as well.
175 While you may certainly sign a waiver giving up these rights, it remains up to the
176 faculty member to determine exactly what may be shared to those you've so
177 designated. In Dr. Carman's case, he will not discuss anything relating to you, i.e.,
178 your class performance, your lab performance or your grades, with anyone other
179 than in the cases of letters of recommendation or disciplinary issues with WNC
180 administration. Should your parents desire communication of that sort, open your
181 Canvas folder for them to review with you.
182

183 **Americans with Disabilities Act (ADA) and ADA Amendments Act of 2008**

184 (<http://www.eeoc.gov/laws/statutes/adaaa.cfm>): Students coming through Disability Support
185 Services (DSS) are permitted different "things" for their coursework and exams. This is mandated
186 by federal law. All involved people, e.g., faculty, staff, administrators, students [disabled or not]
187 are required to follow ADA2008, as well as to follow and comply with WNC's DSS policies and
188 procedures ([DSS Faculty Handbook](#)). If you see something involving other students that looks
189 differently from your course/exam conditions, see FERPA of 1974.
190

191 If you are a student with a learning disability, it is your responsibility to contact WNC's
192 Disabled Students' Services in Counseling, Ms. Susan Trist, 775.445.4459, CED 212 or
193 Susan.Trist@wnc.edu to coordinate, in an appropriate manner, your needs ([DSS Student
194 Handbook](#)).
195

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

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

201 **Service Animal Policy:** Students with service animals are encouraged to first contact Disability

202 Student Services (DSS) to register as a student with a disability. The student is, likewise,
203 encouraged to participate in a voluntary registry program at WNC via which the student will be
204 issued an identification card for the service animal.

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

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

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

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

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

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

233
234 **There is no permission for any students** other than those coming through Disability
235 Support Services (DSS) **to bring and use any sort of electronic recording device in Dr. Carman's**
236 **courses.** The lecture notes are in front of you and are gone over very thoroughly in lecture and/or
237 when you are reading them. Clarifications (additional explanations) may be made in class,
238 between lectures on breaks, in office hours or by email.

239
240 Dr. Carman is aware of those students who come through DSS -- students observed using
241 any recording devices who are NOT there courtesy of DSS will be invited to turn them off and
242 put them away and not bring them to class, again.

243
244 It is a criminal offense to record people and activities without permission in any way,
245 shape or form in the classroom and will be treated as such.

246
247 Permission to record is granted ONLY to students coming through DSS and the recordings
248 are only for their personal use during the current semester and in accordance with US Copyright
249 Laws. DSS has the proper forms for students to sign who need to record lectures.

250
251 There may be times you will receive permission to download recorded material that
252 contains recordings. You, and only you, may use those recordings only for as long as Dr. Carman
253 has granted you permission to use them under U.S. Copyright Laws/Use, at which point in time,

254 you are under legal obligation to remove those files from the electronic medium upon which you
255 stored them (**these files are NOT to be shared with any other person or persons: they are**
256 **provided as a courtesy for your personal use within the confines of the above-established**
257 **limitations**).

258
259 **Smart Pen Policy:** First and foremost: absolutely NO Smart Pens may be used on or during ANY
260 exams!

261
262 Secondly, only students registered with, and coming through, DSS may use a Smart Pen in
263 Dr. Carman's classes/labs.

264
265 Third, all students need to be aware that any class, in which students are enrolled, may
266 include students with disabilities that might be using Smart Pens during lecture/lab. Given that
267 Smart Pens record conversations in their proximity, as well as the lecturer's voice, if anyone has
268 anything personal to add to the discussion (which is quite common in A&P and Micro), **ALL pens,**
269 **Smart or otherwise, are to be put down on the desk until that information has been**
270 **disseminated, discussed and the topic has changed.**

271
272 Fourth, Smart Pens may not be of much value in Dr. Carman's flipped CHEM classes during
273 lecture; they may not be particularly helpful in Dr. Carman's BIOL/CHEM labs as there is no way
274 to bring the information back onto a computer in the labs. Each student permitted to use Smart
275 Pens will have to determine their best, and most efficient and effective, use within the confines
276 of these rules/policies. Their use is not denied, however, their use is restricted to within reason.

277
278 See also additional electronic policy statements, below.

279
280 **Electronic Policy:** With the exception of non-programmable calculators, NO electronic items may
281 be used in the classroom during lecture or lab periods unless otherwise specifically directed to
282 do so, e.g., laptop computers, iPhones, iPods, Blackberries, Kindles, tablets, cell phones, cameras,
283 recorders, GPS', laser pointers, etc. WNC is not responsible for any items lost or stolen: you are
284 strongly advised/directed to lock these items in the trunk of your vehicle for your own security.

285
286 If you simply can not live without your smartphone or the like, turn it off and park it in your pocket
287 or your book bag (the trunk of your vehicle is preferred) or in the basket that may be at the head
288 of the class/lab room. If you place it on your desk or table and the screen lights up or the table
289 vibrates (not to mention the one letter grade loss if the ringer makes any noise, at all! And course
290 failure, of course, if it goes off during an exam!) during lecture or lab, Dr. Carman gets to answer
291 it.

292
293 There will be times in the lab where you will need some sort of timing device: wear a watch if
294 you are unable to see the clock at the front of the lab from your lab bench.

295
296 **Legal Disclaimer:** Due to students' FERPA of 1974 and ADAAA privacy rights, WNC Faculty are not
297 authorized by any student, disgruntled OR satisfied, to share information with the public
298 regarding specific, individually, student-based issues (cf, also, Academic Integrity Policy, Cheating
299 Reporting Policy and Horizontal Violence Policy/Seminar). Consequently, WNC faculty are unable
300 to correct perceptions, misplaced or otherwise, created as a result of statements made by
301 students, identified or anonymous, in any public manner.

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

307
308 Dr. Carman's office phone number is 775.445.3246: **that number is no longer**
309 **maintained**. Email: Steve.Carman@wnc.edu is the preferred route.

310 Dr. Carman's email address is Steve.Carman@wnc.edu (**preferred route of**
311 **communication**).

312
313 NOTE: Due to a relatively recent Nevada Supreme Court decision, be aware that all emails
314 to email addresses ending in "unr.edu" or "wnc.edu" or any other NSHE institutional official email
315 address may be considered public and may be subject to review via public records.

316
317 **Testing Policy:** In response to recent issues involving student cheating, the following will be
318 adhered to on test days:

319
320 All students: bring only pencils, a jacket, if necessary, and **non-programmable** calculators
321 to the assigned computer lab for exams. Any other ancillary items, excepting purses, are to be
322 stored in your vehicle or locked in available lockers inside 201 or 203 ASP prior to the exam. You
323 may go to your car after the exam to retrieve your ancillary "stuff". Purses, backpacks, book bags,
324 *ad nauseum*, are to be stored at the back of the computer lab ... if brought, at all. You're better
325 off storing them in the trunk of your car with your phone, *et al.* **Failure to adhere to this policy**
326 **will result in a "0" for the exam. Two failures to adhere to this policy will result in an "F" for**
327 **the semester.**

328
329 **All exams/quizzes/assessments and portions of homework and lab experiments are**
330 **Canvas based. For exams/quizzes/assessments, they will be given in a pre-announced**
331 **computer lab and ONLY in that computer lab, cf WNC Policy 3-4-5: [WNC's Academic Integrity](http://r.wnc.edu/policymanual/3-4-5.php)**
332 **[Policy 3-4-5 \(http://r.wnc.edu/policymanual/3-4-5.php\)](http://r.wnc.edu/policymanual/3-4-5.php), in particular, Section 1 (A) 3 and 4:**

333
334 "3. Students must follow all written and/or verbal instructions given by instructors
335 or designated college representatives prior to taking examinations, placement
336 assessments, tests, quizzes, and evaluations.

337 4. Students are responsible for adhering to course requirements as specified by the
338 instructor in the course syllabus."

339
340 **NOTE: Dr. Carman does not go over exams as they are secured, copyrighted, exams.**

341 **Do not ask!**

342
343 **Integrity Policy:** is based upon the following:

344
345 <http://www.ncta-testing.org/resources/standards/standards.php>, the
346 **American Nurses Association (ANA) Code of Ethics**
347 **(cf**

348 [http://www.wnc.edu/files/academicdivisions/nursing_program_student_handbook_201320](http://www.wnc.edu/files/academicdivisions/nursing_program_student_handbook_20132014.pdf)
349 [14.pdf](http://www.wnc.edu/policymanual/3-4-5.php), pp 12-13, and <http://www.wnc.edu/policymanual/3-4-5.php>, as previously cited.

350
351 It is the student's responsibility to become acquainted with these sources and to follow
352 them. There is no room for cheating in higher education: a cheater here is a dangerous nurse or
353 physician or pharmacist or medical technologist, *ad nauseum*, in the future.

354
355 **Cheating Reporting Policy:** If a student suspects there is cheating occurring, s/he is to report it
356 to either Dr. Carman, your current lab instructor or Director of the Liberal Arts [and Sciences]
357 Division.

358
359 The reporter enjoys full confidentiality unless there is a formal grievance filed by the
360 suspected cheater, in which case, that person may be required to be present at the hearing.

361
362 Once reported, Dr. Carman and/or the Director will initiate a confidential investigation.
363 If the cheating is determined to be properly founded, Dr. Carman and/or the Director will have a
364 block placed on the student's myWNC ability to "W" from the course (in accordance with WNC

365 Policy 3-4-5, above). Once the block is in place, the student will be advised that s/he has been
366 found to cheat, will receive an “F” for the course and be required to exit the course and not
367 return.

368

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

373

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

378

379 **Horizontal Violence:** All students are expected to have read and understood the [Horizontal](#)
380 [Violence Seminar](#) on Dr. Carman’s website ... and not practice horizontal violence, directly or by
381 proxy, including using social media (set your privacy settings appropriately!).

382

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

385

386 **Attitude:** A positive mental outlook will be of greater help to you than a negative one. Students
387 who look to help themselves in a positive manner are far more likely to seek the help they need
388 (and get the help they need) and be more academically successful than those who do not have a
389 positive attitude and do not seek out help. Do, though, keep in mind that a positive attitude will
390 never replace a strong work ethic to learn and demonstrate that learning at the highest possible
391 level.

392

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

396

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

400

401 1) Oral questions during lecture or

402

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

405

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

408

409 4) Formal questions that are completed as groups (**student-centered classroom: CHEM**
410 **121**) receive no formal scoring. The informal score from the participation shows up
411 when you are successful on your work sheets and/or exam[s]. Daily Work Sheets in
412 CHEM 121 and 122 are tabulated on Dr. Carman’s website, (not unlike the reading
413 assignments for BIOL 223 and 224 students).

414

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

420 fuzzy feeling of having learned the information and declared it with pride and confidence.
421 This is the goal to which EVERY student should aspire!
422 Be aware that CHEM 121 students (in Dr. Carman's student-centered classes) will be showing
423 their work on the board. It matters not if it's right or wrong. What matters is if it's completed
424 as directed and that each student has shown his/her work on the board so that it may be
425 discussed and corrected as needs be. Failure to put work on the board shall result in a 5 point
426 loss per each declination.

427
428 **Arguing with your instructor is discouraged:** NEGOTIATE! Should you have a point you believe is
429 worthy of negotiation, proceed during office hours with your negotiation. Be prepared to back
430 up your negotiations with data, not with feelings. If it's clearly stated in these Rules/Syllabus, it's
431 non-negotiable, cf Section 8.

432
433 **Letters of Recommendation:** May be provided at a student's request. A FERPA of 1974
434 statement must be signed by the student ahead of time (from Admissions and Records; copy
435 provided to Dr. Carman). These letters are based from course performance,
436 classroom/laboratory observations and interactions between the student and his/her peers and
437 his/her professor. Citizenship plays as big a role as academics in these considerations, i.e., if you
438 have need of constant reminding to follow rules ... Likewise, academic behavior is equally
439 scrutinized, e.g., a student who aced the first 3 exams of the course and "coasts" on the final
440 because s/he knows that only minimal effort is required at that point to get enough points for
441 their grade will NOT get a letter of recommendation from Dr. Carman. The last exam is the most
442 important as it builds from the previous material and 110% effort is still necessary.

443
444 **Email:** You are welcome to email Dr. Carman for assistance – be specific in your inquiry: if need
445 be, scan your trouble and email it as a jpeg attachment; or send it as a Word Equation. Dr. Carman
446 reviews EMAIL regularly. See his policy, below, on returning emails. Emails are generally
447 responded to within 24 hours, excepting weekends between 1600 Friday and 1500 Monday. A
448 lack of response may indicate an incorrect email address: either yours or mine. Make sure your
449 email address works, the snap (**most people spell this spam!**) filters are set properly and that
450 you've spelled my email address correctly. Remember to use "." instead of ",", as well.

451
452 A pithy reply from Dr. Carman is indicative of a reply using email on a portable device. A
453 longer reply via PC may be forthcoming if the pithy reply does not fully resolve the matter.

454
455 **Email Policy:** To reduce confusion regarding unsolicited and/or undesirable email, please make
456 sure your email address is formatted in the following manner:

457
458 "Oliver P. Snaggledorf<myemailaddress@server.com>".
459

460 The name MUST match with a student's name on Dr. Carman's rosters. Failure to format your
461 email address properly will result in a non-response.
462

463 The Subject line of your email must begin it with "DEPT ##### Section Question",
464 e.g. "CHEM 121 1001 Question".
465

466 Failure to format your email address/name and/or the Subject line properly
467 will result in a non-response.
468

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

472
473 **Caveat Emptor:** If you go to the Academic Skills Center (ASC) and obtain tutoring,
474 you're taking your academic life into your own hands. There are no "certified"
475 tutors in the ASC for Dr. Carman's courses.

476 **Brimmed Hat Policy:** Brimmed hats are not permitted to be worn in Dr. Carman's classes or
477 labs. One (1) letter grade reduction in final course grade loss per each violation (lecture and lab
478 on the same day are counted as two (2) violations).

479
480 **Attendance:** It is your responsibility to be in attendance in every lecture and laboratory period.
481 Data shows very clearly that those students who are present for, and participate constructively
482 in, every class/lab do better than those who are, and/or do, not. If you are unable to be in class
483 or lab make certain that you discuss with your classmates what you missed. There are no make-
484 up lab periods with the exceptions spelled out in this, and related, documents: you're either
485 there to earn credit or you're absent to earn a zero. Failure to attend class and/or lab will result
486 in the student's final course grade being lowered one (1) letter grade for every 2 absences (lecture
487 and lab on the same day count as two (2) absences). **This is not high school (cf NSHE Code Title
488 4, Chapter 20, Section 3, Para 1): Physician's notes, Nurse Practitioner's notes, Physician
489 Assistant's notes are not accepted as "excuses",** except as otherwise stated in this document.

490
491 **New Spring 2020:** In addition to absences being reflected, cumulatively, as a drop in course letter
492 grade, **failure to complete 4 worksheet assignments**, be they in hard copy or in Canvas, shall
493 result in the reduction of the student's grade by one letter grade; this is cumulative, e.g., if 8 are
494 missed, student's grade is dropped 2 letter grades; if 12 are missed, student's grade is dropped 3
495 letter grades, etc.

496
497 **Injuries:** many folks who live in or near Nevada have/participate in voluntary lifestyles/activities
498 that can cause substantial bodily injury, e.g., which may include illustratively, but non-inclusively,
499 skiing, snowboarding, snowshoeing, horseback riding, four-wheeling, ATV'ing, motorcycles,
500 driving a car on Nevada's hiways, *ad nauseum*. Many times there are unforeseen/unintended
501 consequences that go along with these sorts of activities, e.g., injuries that develop infection, that
502 cause a lack of attendance in either lecture, lab or both. It is also possible that the necessary
503 accoutrements to assist in resolving those injuries may create a safety issue in the lab, where
504 space is at a premium and safety to the class as a whole is the main priority. You are strongly
505 encouraged to avoid said kinds of injuries as they are not covered under ADA and AA of 2008.

506
507 Should a student sustain substantial bodily injury or complications due to, and/or as a
508 result of, these voluntary activities, the student is encouraged to speak with the Chief Enrollment
509 and Student Success Officer (CESSO) to determine if the student qualifies for a [Refund and Class
510 Deletion Request Due to Exceptional Circumstances](#).

511
512 Otherwise, any absences due to the injury will fall under usual absences per the course
513 Attendance policy, previous page, and will negatively impact the student's final course grade. Be
514 aware that any request of this type requires documentation to be considered.

515
516 **Fee Payments:** Make certain they are paid. If you are NOT on the official roster, you are not
517 enrolled in the course. It is the student's responsibility to make sure they are enrolled and have
518 paid for the course in order to obtain a grade in this semester -- failure to do so will result in your
519 retaking and re-paying for that course at a later date. You will NOT receive a grade if you are not
520 enrolled or if you have not paid your fees for this course.

521 522 **Section 3. Student Responsibilities for Academic Success Inside and Outside the Classroom**

523
524 **Classroom Behavior:** Mandated by the Board of Regents and clearly published in the Board of
525 Regents Handbook and the WNC Online Catalog. Students are expected to read these policies
526 and behave in accordance and compliance with those Rules and Regulations.

527
528 If you are receiving financial aid and are NOT attending class and/or are not passing the class, do
529 not ask Dr. Carman to sign your financial aid forms: it won't happen.

530

531 Late assignments are not accepted in any form -- including fax or scans. Turn assignments in on
532 paper wherever they are due and be on time – do not ask for extensions. This includes Canvas-
533 based assignments due the first day of classes.

534

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

542

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

545

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

549

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

552

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

559

560 Dr. Carman lectures very quickly (see FAQ page). As a result of Dr. Carman's rapid lecture style,
561 he has placed classroom supplementary material online to make your class time less stressful.
562 When Dr. Carman was enrolled in these equivalent courses some 35+ years ago, students were
563 expected to get the notes as the professor lectured -- regardless of lecture speed.

564

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

572

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

580

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

585

586 Canvas doesn’t support Safari; Dr. Carman is unfamiliar with much about Safari, therefore, it’s up
587 to the student be able to handle difficulties encountered with the use of Safari.

588 Read Lectures and Experiments ahead of time so that you are prepared for the activity for the
589 day.

590
591 Reading assignments will be assigned in lecture (or on Dr. Carman's website or vis-à-vis Canvas
592 assignments) and are the responsibility of the student to complete. These assignments are
593 expected to be completed and are testable. In addition, homework is due in Canvas per Canvas
594 notifications and applies to your final course grade.

595
596 Make certain to attend the first day of class and to arrive 15 minutes prior to class (or an exam,
597 first day or otherwise) to obtain, activate and log on to your iPad so as to begin class in a timely
598 manner. To miss that class is to miss important information and assessment activities. **It is up to
599 the student who doesn't attend day 1 to get the information from fellow classmates.** It's
600 ALWAYS critical to attend the first day of class!

601
602 Dr. Carman recognizes your right to take courses at multiple institutions. It is the student's
603 responsibility to make certain that any conflicts that arise between institutions' scheduling are
604 resolved in such a manner that conflicts do not spill over into classes/lectures/lab periods at
605 another institution, i.e., missed labs, lectures and exams will be made up as prescribed, above,
606 without regard to the scheduling conflict from another institution. Conflicts of this sort may be
607 minimized by utilizing each institution's semester schedule and a calendar ahead of each
608 semester.

609
610 Dr. Carman recognizes that students have to work to pay their bills and to go to college. Dr.
611 Carman held 4 part time jobs to get through College/Universities and drove 50 miles a day for his
612 AA in chemistry and 110 miles a day for his BA in chemistry. Dr. Carman scheduled his days in
613 such a manner that he would not miss class, lab or exams. Dr. Carman had no car in graduate
614 school and either walked or bicycled to campus for classes/labs/research activities. Please
615 schedule your education in a manner that will optimize your success with minimal conflicts, i.e.,
616 **make your education your top priority.**

617
618 Since you are paying for this class (for a 4-credit lab class with a \$50 lab fee, you are paying
619 somewhere around \$650), Dr. Carman urges you to plan your schedule in such a manner that you
620 will be present for the whole of lecture and plan enough time to complete the lab exercises in
621 lab. While the lab period is 3 hours long, not all lab experiments take the complete 3 hours. Each
622 experiment is different and each student works at a different pace. Plan your day accordingly --
623 to miss any part of lecture or lab is to miss testable and useable material for your profession: be
624 on time and stay for the whole of lecture and lab.

625
626 Since YOU are paying for this course of study out of your pocket (YOU pay taxes for Financial Aid
627 to be made available for students, hence, out of your pocket, too), consider the following:

628
629 taking a 4 credit lab course one time costs you around \$650 in tuition and fees, more or
630 less, and one semester of your life;

631
632 taking it a second time costs you \$1300, more or less, and a second semester out of your
633 life;

634
635 taking it a third time costs you \$1950, more or less, and a third semester out of your life.

636
637 This does not count the cost of gas to drive to the college, nor does it take into consideration child
638 care costs or the loss of income to yourself.

639
640 In addition, each semester, as a result of assessment analyses or implementation of new transfer
641 agreements or the addition of new technology, there can be substantial changes to the course
642 content. The point: get it done well the first time and keep moving forward in your life -- laterals
643 waste time and energy otherwise well spent on other efforts.

644

645 Next to copious amounts of appropriate studying, attendance is the single-most important
646 predictor of student success. The Board of Regents Handbook [Title 4, Chapter 20, Part A, Section
647 3, Paragraphs 1 and 2] does not recognize absences of an official nature other than for specific
648 religious holidays.

649

650 Dr. Carman does NOT record "I's". Finish what you begin or "Au" from the course.

651

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

658

659 Auditors are also referred to as "hearers" at some institutions.

660

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

665

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

671

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

674

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

678

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

681

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

685

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

688

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

691

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

699

700 *These statements of precedent are modified from the University of Wisconsin, the*
701 *University of Oregon and the University of Minnesota.*

702
703 For courses that meet longer than 16 weeks, or less than 16 weeks but for at least two weeks,
704 students may change credit/audit status during the first 60 percent of the class (by the end of the
705 8th week [as described and clarified on WNC's website]). For classes that meet for less than two
706 weeks, students may not change their credit/audit status after the class begins. After the
707 semester begins, students enrolling in short-term classes must use an enrollment form to change
708 credit/audit status. [[WNC website](#)].

709

710 [WNC Student Withdrawal Policy](#).

711
712 **Grade:** If you don't believe that your [grade was arrived at per the specific guidelines](#), and
713 **providing** you and Dr. Carman have discussed and attempted to resolve the issue beforehand,
714 you may appeal your grade if you and Dr. Carman were unable to reach what you believe is a
715 reasonable outcome. Be aware that the first documents any grade appeal committee will look at
716 are the syllabus/outline/rules for the course, including Section 8, when considering your matter.

717
718 In addition, "The course [Snapshot] shall contain a clear explanation of the grading scale to be
719 used by the faculty member. **Students may not appeal the format an instructor chooses.**" **NSHE**
720 **Code, Title 4, Chapter 16, Section 38, para 5.**

721
722 **Each student's grades is inextricably linked to everyone else's grades in the course**, i.e., those
723 who don't perform to the standard drag the top students down and those who perform to their
724 absolute, top, best pull the poor performers up. Either way, each student, regardless of the scale
725 used, necessarily depends on the others to be able to advance academically. This is the ultimate
726 demonstration of teamwork, i.e., the ability to collegially work together and to support each
727 other to do their very best.

728
729 Below right is an image of what the curve will look like in broad, general, terms if a curve has to
730 be implemented:

731
732 Furthermore, as regards the construct or format of the course, that is up to each faculty member,
733 vis-à-vis academic freedom, to determine and may (or may not) be clearly stated until the first
734 day of the course, cf Section 8 on Dr. Carman's website. **Students may not appeal or grieve the**
735 **in-class/course presentation format.** Some courses are taught traditionally; some courses are
736 being handled in a non-traditional "flip manner" to encourage (mandate) active student
737 participation based on, and assessed by, national standards and assessment tools.

738
739 Excepting students who are entitled by law to receive different treatment, all students are treated
740 the same regarding course and grading policies.

741
742 Come prepared to actively participate in class.

743
744 Commit to finishing the course regardless of what life throws at you.

745
746 Lab supplies are as follow: Necessary supplies besides the correct and proper **(NO EXCEPTIONS**
747 **unless you're registered through DSS with a medical condition that requires different PPE)**
748 **goggles and lab** coats (and dissection instruments and/or gloves for BIOL 223 and 224) to aid you
749 in being successful in your academic endeavors: #2 pencils for exams; ink pens for recording data
750 in lab; colored pencils for drawing (BIOL labs ONLY); your own stapler, a pencil sharpener (not all
751 rooms have one); **a nonprogrammable calculator (TI 30XA is ideal)**; a watch -- with a second
752 hand preferable; with a timer is second best); clipboard for BIOL 224; lock for lab locker.

753

754 If you are unable to attend office hours, email Dr. Carman and be very specific about your
755 question -- if you have a scanner (or camera on your smart phone) that may also be of great
756 assistance in asking your question.

757

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

761

762 There is nothing on your regularly scheduled exams about which discussion in lecture, lab or by
763 way of homework has not occurred, i.e., every concept on the exams has been discussed one way
764 or another (including students' reading and learning of the assigned material) throughout the
765 course.

766

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

769

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

776

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

780

781 When working out homework problem sets or Daily Work Sheets, show all of your work neatly
782 and mark your solution with a square or circle so that it's obvious if you need help in determining
783 where you've "gone wrong".

784

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

786

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

793

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

797

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

801

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

805

806 If you opt to exit during the exam (with the exception of a *bona fide* emergency), your exam is
807 complete and will be graded as such. All students are expected to keep their eyes on their own
808 exam and scratch paper during the exam. If you are worried about the time, **wear a watch or**
809 **watch the "clock" in the browser**. All students are expected to remain seated quietly throughout

810 the duration of the exam (which may be the complete lecture period) so as to provide the
811 quietest, least disturbing environment for every student.

812
813 Upon completion of the exam time period the scratch paper is to be turned in, used or not: once
814 the exam is over, there is no additional time for “examining” your completed exam or scratch
815 paper – have it ready for turn in on demand. Failure to have it ready as directed results in an “F”
816 for the exam. No information regarding the exams may be physically removed and/or
817 transported from the classroom in any way, shape or form.

818
819 Exams are taken over the course of lecture periods, either in whole or in part, in the computer
820 lab only.

821
822 BIOL 224 Final Lab Practical Exam consists of whatever format Dr. Carman desires on the human
823 cadaver that will be scored on the quiz, itself, after the lab meeting time during final exam week.
824 The cadaver practical exam will be completed using the cadavers, numbered pins and iPads.

825
826 CHEM 121 Final Lab Practical and Theory Exams are scored in Canvas. AAP exams for BIOL 223
827 and 224 (MAP for BIOL 251) are cyber-graded. Testing standards are particularly adhered to for
828 AAP and MAP exams.

829
830 You will receive your exam scores in Canvas upon completion of the exam. Please keep your
831 drama out of the classroom – there’s nothing you can do at that time about the exam: it’s done
832 and over with and you need to focus on the future. Your scores are only a partial measure of
833 YOUR effort to learn the material.

834
835 **Dr. Carman does not discuss exams as the exams are secure copyrighted exams for statistical**
836 **purposes much as are the ACS Chemistry exams, the AAP/MAP exam, the SAT, the ACT, the**
837 **MCAT, the PCAT, the GRE, the LCAT, the RN-CLEX, the PANCE, the USMLE, ad nauseum.**

838
839 Studying (aka practicing!) an appropriate amount on your part will assure that you know what
840 you know and that you don’t know what you don’t know. The only trick question on an exam is
841 a question for which you haven’t studied. Study!

842
843 Faculty are acutely aware that study time put in by a student is second to class attendance for
844 student success. Study for your exams: these are either university transfer courses or program
845 specific courses and are challenging – the exams are your opportunity to show me what you’ve
846 learned. Commit to 3 hours a day every day outside of class and/or lab to study for this course
847 to optimize your success for a lab class that meets 6 hours a week; for accelerated courses, e.g.,
848 BIOL 223 and BIOL 224, double that time for studying. This is a minimum amount of time --
849 students who do NOT prepare at least that much will suffer in their exam performance. Some
850 students need more study time.

851
852 When coming to an exam,
853 items not needed for the exam
854 are to be left in your vehicle for
855 the duration of the exam; items
856 brought to lab must either be
857 used in lab or stored in a locker,
858 not stored on the floor in the
859 lab. You’re advised to bring
860 only what you need to the
861 exam and leave the rest in your
862 vehicle under lock-n-key for
863 your security. WNC is not
864 responsible for any of your
865 items lost or stolen on WNC
866 grounds.



867 **Your grade depends on your performance on the exams, lab material, lab quizzes (if applicable)**
868 **and homework (if applicable)** – which depends on your choice of amount of, and effort put
869 into, study time. You may use scratch paper (provided) for your calculations and turn it in upon
870 completion of the exam.

871
872 The exam format is in Canvas and is timed: multiple choice (one correct response uses circles),
873 more than one response may be correct (more than one correct response uses squares),
874 true/false, matching, cumulatively comprehensive, and scores are reported as per-cent values.
875

876 **Grading Scale** is stated clearly in the composite Course Snapshot on Dr. Carman's
877 website. Do be very aware of WNC's "W" policy :

878
879 **WNC's Withdrawal Policy:** <http://www.wnc.edu/policymanual/3-3-10.php>; *"For*
880 *classes that meet four weeks or longer, a student initiated withdrawal must be*
881 *completed by the date that 60% of the instruction has occurred. For classes that*
882 *meet less than four weeks, a student-initiated withdrawal must be completed by*
883 *the day before the first class meeting."*

884
885 Dr. Carman does not "give" grades. The grade that is recorded on your transcript reflects your
886 effort and the points that you earned as a result of that effort. Study!
887

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

891
892 Make sure you know how to use your computer and the software efficiently and effectively. Find
893 someone in the class who will challenge you and begin a study group. Not everyone studies well
894 in a study group: use your best judgment in deciding how you best study to learn.

895
896 Get Notecards and use them; get lots of scratch paper and use it.

897
898 Attend Office Hours! Just walk in during office hours or one of Dr. Carman's other labs, with Dr.
899 Carman to seek assistance when you have difficulty!

900
901 Please ask questions of Dr. Carman if you do not understand the material. It may be necessary to
902 delay responses until office hours or during lab or after class if the questions are too numerous
903 or too cumbersome for the course content/level. Remember, though, there is no learning that
904 goes on during lecture in the classroom: it occurs at home as you are doing copious amounts of
905 homework and studying. Try it first, then contact Dr. Carman. Email (see Email Policy) works
906 almost as well to ask questions if you are unable to make it to office hours (see note above
907 regarding recent NV Supreme Court email decision). Be reasonable with your email requests:
908 there is such a thing as a "not well thought out question" and email can bring that out. Office
909 hours are not a re-run of lecture.

910
911 **In class question etiquette:** Please enunciate and project when you ask questions in class/lab.

912
913 In lab, question format is to ask your questions during the pre-lab lecturette. During the actual
914 experiment, you may raise your hand (if Dr. Carman is in a position to see it), come straight to Dr.
915 Carman or holler to obtain assistance.

916
917 Make certain that you have a study place where no one will disturb you, including
918 yourself.

919
920 Make certain you know where the library is and use it as best as possible.

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

924

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

928

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

929

930

Section 4. Student Athlete Responsibilities

931

932 Students of an institution of the Nevada System of Higher Education who choose to participate in
933 the institution's intercollegiate athletic program are considered to be representatives of the
934 institution, and are in a position of high visibility to the community and therefore are often held
935 to a higher standard of responsibility than non-athletes. Such students must accept the following
936 responsibilities: **(B/R 5/90)**

937

938 In addition to meeting academic standards required of their peers, student athletes must make
939 normal progress toward degrees as a prerequisite to athletic participation. **(B/R 5/90)**

940

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

943

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

946

947 Student athletes cannot accept, use their positions in the athletic program to obtain, or be a party
948 to the offer or receipt of compensation, exemptions, favors, gifts, inducements, privileges,
949 preferences, services, allowances or advantages in violation of athletic department, institutional,
950 Nevada System of Higher Education, regional athletic conference, or National Collegiate Athletic
951 Association (NCAA) rules and regulations or federal or state law. **(B/R 5/90)**

952

953 Student athletes must cooperate at all times with, and may not provide false or misleading
954 information to university, regional athletic conference, or NCAA officials. **(B/R 5/90)**

955

956 Student athletes are forbidden to use any substance listed by an institution of the Nevada System
957 of Higher Education, and/or the NCAA as a banned drug or performance altering substance and
958 are expected to adhere to the drug testing and educational programs of the institution and/or
959 the NCAA. **(B/R 5/90)**

960

961 Student athletes must comply with Nevada state law that prohibits persons under 21 years of age
962 from gambling or loitering in any premises where gambling takes place. Student athletes may not:
963 **(B/R 5/90)**

964

965 Participate in any gambling activity that involves intercollegiate sports; **(B/R 5/90)**

966 Provide information concerning athletic competition to individuals involved in organized
967 gambling activity; or **(B/R 5/90)**

968

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

970

971 Student athletes must comply with Nevada state law that prohibits any person who has not
972 reached the age of 21 years from buying alcoholic beverages or consuming alcoholic beverages
973 in premises where such beverages are sold. **(B/R 5/90)**

974

975 Student athletes must comply with the rules, regulations, and guidelines established by the
976 athletic department, the institution, the Nevada System of Higher Education, the regional athletic
977 conference, and the NCAA. **(B/R 5/90)**

978

979 Any violation of the above standards of conduct may result in suspension or dismissal from the
980 athletic program or other disciplinary action as set forth by the athletic department, the
981 institution, the Nevada System of Higher Education, the regional athletic conference of the NCAA.
982 **(B/R 5/90) [Board of Regents Handbook, Title 4, Chapter 20, Section 6].**

983

984

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

987
988 Definitions

- 989
990 **Adjunct Faculty:** part-time, un-tenured, faculty members employed by WNC to meet students' specific course needs.
991
992 **Advocate:** To support or urge by argument; a person who speaks or writes in support or defense of another person
993 or group of people who is (are) unable to advocate for themselves; intercessor.
994
995 **Canvas:** An open-source learning management system (LMS) used by faculty at WNC for sharing syllabi, course
996 content, exams, quizzes, work sheets and student grades up-to-the-minute; parents of minor children ought to be
997 asking their children to share their Canvas grades on a weekly basis so that parents are in the know as pertains to
998 their child's academic performance.
999
1000 **Enable:** Allowing or even helping someone continue to do something they really shouldn't; describes dysfunctional
1001 behavior approaches that are intended to help resolve a specific problem but in fact may perpetuate or exacerbate
1002 the problem.
1003
1004 **Enabler:** One who enables; cf also **Helicopter Parent**, below.
1005
1006 **Empower:** Measures designed to increase the degree of autonomy and self-determination in people and in
1007 communities in order to support them to represent their interests in a responsible and self-determined way, acting
1008 on their own authority.
1009
1010 **FERPA of 1974:** Federal law that protects the privacy of student education records.
1011
1012 **Helicopter Parent:** A parent who takes an overprotective or excessive interest in the life of their child or children; a
1013 style of child rearing in which an overprotective mother or father or both discourages a child's independence by
1014 being too involved in the child's life; a parent who is overly involved in the life of his or her child.
1015
1016 **Jump Start:** The Jump Start College Program is a dual-enrollment opportunity for students in selected Nevada high
1017 schools. Students enroll in college courses through WNC while simultaneously earning high school credits. Jump
1018 Start College participants are able to complete up to 60 college credits through WNC, cf
1019 <http://www.wnc.edu/jumpstart/>. Courses taught by Dr. Carman are NOT Jump Start classes, although students
1020 enrolled in Jump Start may enroll in these courses.
1021
1022 **Instructor:** A full-time faculty member at WNC who is in the process of seeking tenure; a full-time faculty member
1023 at WNC who was hired in an emergency manner on a one-year contract; any faculty member at WNC who is not
1024 tenured.
1025
1026 **Learning:** the acquisition of knowledge or skills through experience, study, or by being taught.
1027
1028 **Minors:** as defined in [NRS 609.440](#)
1029
1030 **Professor:** A tenured faculty member who is responsible for providing the course content to students in a manner
1031 that is academically professionally acceptable, sets the rules of a course in accordance with correct and proper NSHE
1032 Code, WNC Policies and Procedures Manual and related federal, state and local laws, regulations and guidelines and
1033 provides a minimum of 5 hours of office hours a week for students to seek out academic assistance.
1034
1035 **Responsibility:** The state of a person being answerable or accountable for something within one's power, control
1036 or management; a particular burden of obligation; the state of being the person who caused something to happen;
1037 something that a person should do because it is morally right, legally required, etc.; a duty or task that you are
1038 required or expected to do.
1039
1040 **Study:** The devotion of time and attention by students to acquiring knowledge on an academic subject, especially by
1041 means of books or other written or electronic means. In a 4-credit lab-based science course for 16 weeks, 3 hours a
1042 day outside of class, 7 days a week, is recommended as a minimum; for the same course taught over 8 weeks, 6
1043 hours a day, 7 days a week are required as a minimum for minimal success.
1044
1045 **Teaching:** Applies to any manner of imparting information, knowledge or skill so that others might learn, cf **Study**,
1046 above.
1047
1048 **Third Party Authorizations:** The third party authorizations WNC has in PeopleSoft/myWNC are only for student
1049 services staff and do not apply to academic faculty.
1050
1051 **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

1050 student must sign the form and present that form to the instructor or other staff member. With a signed form, it
1051 remains the choice of the faculty member to share information or not.

1052

1053 POLICY:

1054

1055 Congratulations! You and your child have decided that he or she is ready to take a college course to
1056 help him or her get ahead in his or her education.

1057

1058 Please remember that this is a college class/course and, as such, is taught to adults. If you have any
1059 concerns at all about what your minor child may see or hear in class, you are encouraged to peruse
1060 the course files online – you may not sit in class with him or her unless you are enrolled – this is for
1061 safety purposes. Were we to experience a catastrophe on campus, you'd otherwise not be able to be
1062 accounted for as your name would not be on a roster.

1063

1064 To visit with your child's professor, be aware that FERPA of 1974 applies to your child in spite of his or
1065 her age status and the professor can not discuss anything about his or her work with you unless s/he
1066 signs off on it. It is also the choice of the professor to share information, **even with a signed waiver**.
1067 It's the professor's responsibility to determine if sharing is in the best interest of the student. Parents
1068 may be re-directed to either the Dean of Student Services or to the Director of the Liberal Arts [and
1069 Sciences] Division.

1070

1071 Likewise, to ascertain that your child be as optimally successful as possible, please make sure s/he has
1072 the proper equipment, e.g., the correct calculator, lecture notes in one form or another; and that they
1073 are completing and turning in their homework in a timely manner. In many cases, students who are
1074 co-matriculating college and high school have not been acculturated to college courses and have
1075 difficulties meeting the rigorous requirements of a university-transfer college class.

1076

1077 Students are discouraged from signing, and parents are asked to refrain from asking their child to sign,
1078 a FERPA waiver: academics is the responsibility of the student. If the parent desires to know how
1079 their child is performing, their very best bet is to ask their child to open their Canvas folders and view
1080 them on a weekly basis with their child. In addition, parents are advised to go over all of the Rules
1081 and Course Snapshot for each course their child is enrolled in so that the parent is just as aware of
1082 what is expected from their child as is their child. Furthermore, if regular worksheets are assigned,
1083 the parent[s] is[are] advised to view those worksheets for timely completion.

1084 The minor and his/her parent are advised to carefully go over the FAQ web page on Dr. Carman's
1085 website together. **Statements potentially conflicting in the FAQ page regarding minor students are
1086 superseded by this Policy.**

1087

1088 Both the minor student and one parent **or both parents** are required to date and sign a hard copy of
1089 Section 5, to keep a copy for their records; the student is to physically turn the signed copy in to Dr.
1090 Carman **no later than** the beginning of the second lecture period of the current semester.

1091

1092 Student Name (Printed): _____

1093

1094 Student Signature: _____ Date Signed: _____

1095

1096 Parent 1 Name (Print): _____

1097

1098 Parent 1 Signature: _____ Date Signed: _____

1099

1100 Parent 2 Name (Print): _____

1101

1102 Parent 2 Signature: _____ Date Signed: _____

1103

1104

1105

Section 6. Student Health, Safety and Hygiene Issues

1106
1107
1108 Health problems: Dr. Carman needs to know if you have a chronic health problem so that your
1109 time in lab will be safe and productive. This also includes pregnancy because of the chemicals
1110 used in these labs; especially in the cadaver lab.
1111
1112 Students at WNC MUST be self-insured for health insurance. Students are NOT covered by any
1113 sort of "umbrella" insurance in the event of an injury by any entity at WNC. It is the student's
1114 responsibility to purchase health insurance on their own via their parents if they qualify or
1115 through the Business Office at WNC. Should you get injured in the lab and emergency assistance
1116 is needed by way of an ambulance, the student and/or his/her insurance provider is responsible
1117 for the costs thereof, not WNC.
1118
1119 The use of alcoholic beverages and recreational drugs in class is strictly forbidden! The use of such
1120 agents puts every student and Dr. Carman in danger in the lab. You will be dropped immediately
1121 from your current class and be permanently barred from taking classes from Dr. Carman if you
1122 come to class/lab inebriated or under the influence of drugs. Dr. Carman has zero tolerance for
1123 alcohol and other drug abuse!
1124
1125 In response to past student complaints, each student is asked to come to class wearing clean
1126 clothes and having taken a shower. Your cooperation is appreciated.
1127
1128 If you are female and pregnant or contemplating pregnancy during the time you are enrolled in
1129 any of Dr. Carman's A&P classes, you will need to speak to your health care practitioner and have
1130 him or her provide a written statement on his/her letterhead or Rx sheet to Dr. Carman from him
1131 or her indicating whether or not you may be exposed to formaldehyde (i.e., that you may dissect
1132 cadavers) in the cadaver lab.
1133
1134 There are those practitioners who feel formaldehyde, isopropyl alcohol or glycerin
1135 are harmless and those practitioners who feel that they're harmful to the
1136 developing fetus.
1137
1138 Advise your healthcare provider that the forms will be verified by your professor
1139 with the provider, not the front office person or a medical assistant, and this
1140 verification may be in the written form. Lack of verification nullifies the written
1141 statement.
1142
1143 Male facial hair is a unique issue. In the healthcare industry, the standard is "neatly trimmed". All
1144 males with facial hair will make certain their facial hair fits this criteria. If there is any confusion
1145 about an appropriate length of facial hair, look to your professor (or current lab instructor, if
1146 appropriate) for guidance in that area. Men with hair of long length will put it up in a ponytail, or
1147 the like, as would be expected of a female student with hair of that same length.
1148
1149 Neatly trimmed beards present no issue. A long "Fu Manchu" type beard represents a huge safety
1150 issue in the lab and either requires trimming or some manner of being braided/rolled out of the
1151 way. Resistance to keeping the "Fu Manchu" in a safe manner results in leaving the lab with a
1152 "0" for the day ... every time.
1153
1154 Students enrolled in Dr. Carman's Biology and Chemistry lab courses will wear their own safety
1155 goggles and buttoned lab coat at all times in the lab (these are carefully identified on the Course
1156 Snapshot web page on Dr. Carman's website. Failure to wear your goggles and lab coat will result
1157 in your being asked to leave the lab and receive a "0" for that day. No exceptions. Goggles and
1158 lab coat are to be purchased at the WNC bookstore. No exceptions for style of lab coat or goggles
1159 without a physician's statement clearly describing in detail the condition/diagnosis, ICD-9 (or ICD-
1160 10 or more current) code and current medications the person is taking for which the exception is
1161 desired.

1162 To care for your goggles, wipe them off with a soft cloth or tissue, then place them in a zip lock
1163 bag and restore them to their box for transport -- this prevents scratching and will prolong the
1164 life of your goggles.

1165
1166 To care for your lab coat, carefully wipe off anything you may have spilled on it in lab, dry it off as
1167 best as you can, fold it and place it in a zip-lock bag for transport between car and building. BOTH
1168 items must be worn properly for admittance into the lab AFTER the first lab session. This is non-
1169 negotiable. For more info, refer to Dr. Carman's FAQ page.

1170
1171 Pants, trousers, jeans, whatever you call them, are to be worn properly in the classroom and the
1172 lab -- not down around your knees.

1173
1174 There is to be no sitting or leaning or stacking on the Flammable Cabinets in the lab/prep room.
1175 This just makes sense. In labs where sitting is necessary, Dr. Carman will provide/guide you to
1176 appropriate surfaces as necessary.

1177
1178

1179 **Section 7. Laboratory SAFETY RULES**

1180 1181 **A) Chemistry Laboratory Glove Use Policy**

1182 **Authority:** 29CFR1910.138(a) General Requirements: Employers shall select and require
1183 employees to use appropriate hand protection when employees' hands are exposed to hazards
1184 such as those from skin absorption of harmful substances; severe cuts or lacerations; severe
1185 abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

1186 29CFR1910.138(b) Selection: Employers shall base the selection of the appropriate hand
1187 protection on an evaluation of the performance characteristics of the hand protection relative to
1188 the task(s) to be performed, conditions present, duration of use, and the hazards and potential
1189 hazards identified.

1190 WNC Environmental Health and Safety: The Environmental Health and Safety Department is
1191 committed to work with the entire college community to provide proactive service and assistance
1192 in maintaining safe and healthy campuses and environmentally sound policies and practices [for
1193 employees as well as for students; <http://www.wnc.edu/policymanual/11-3-4.php#11-34Section7>].
1194

1195 **Background:** Most employees and/or students who wear gloves in a Chemistry laboratory setting
1196 do so as a substitute for proper hand hygiene. This improper use of gloves leads to contamination
1197 of the entire laboratory setting. There is no such thing as a universally safe glove for a user in a
1198 Chemical laboratory setting. The purpose of this policy is to provide guidance for the proper wear
1199 and use of gloves in a Chemistry Laboratory setting.

1200 **Scope:** Gloves may be worn in the Chemistry laboratory setting when safety merits their use;
1201 gloves are not required for wear in the Chemistry lab setting on a routine basis.

1202 **Student Responsibility:** It shall be the student's responsibility to know which glove (or gloves) is
1203 (are) appropriate for each individual experiment.

1204 It shall be the student's responsibility to read and properly apply the [M]SDS Safety Information
1205 to the experiment.

1206 It shall be the student's responsibility for purchasing proper gloves to use for each experimental
1207 procedure and per the [M]SDS.

1208
1209 It shall be the student's responsibility to follow this policy if s/he chooses to wear gloves or to
1210 utilize proper Chemical laboratory hygiene (hand washing) if the student opts to not use gloves
1211 in the Chemistry laboratory setting.

1212 **Procedure:** If the student chooses to wear gloves in the Chemistry laboratory setting, the proper
1213 gloves are to be worn for one use/task and discarded upon completion of that use/task.

1214 The student may use the following rule regarding glove change: if s/he would wash
1215 their hands before going on with the next step in the experiment, s/he is to
1216 remove the gloves using the inside out method, discard the gloves and obtain a
1217 fresh set/pair of gloves. Repeat as necessary to complete the experiment.

1218 The utilization of multiple pairs of gloves in a single experiment will require that the student read
1219 the experiment ahead of time and plan for the proper number of pairs and types of gloves utilized
1220 during each experiment.

1221 The utilization of multiple pairs of gloves will require the student to read the [M]SDS for each
1222 chemical used in the experiment so as to ascertain the proper glove material for each step in the
1223 experiment.

1224 **Enforcement:** Failure of the student to comply with this policy shall result in the student exiting
1225 the lab with a resultant zero for the day's experiment.

1226 **B) General Comments**

1227 **BIOL 190 and CHEM 121 students are assigned specific lab drawers in a pod. Prior to each lab,**
1228 **the student will check out the key to that drawer and use only the supplies from that drawer**
1229 **(excepting items not in the drawers and clearly identified by the professor). Supplies are to be**
1230 **returned to the specific pod drawer. Each drawer has been inventoried: excessive or missing**
1231 **equipment from the drawer shall result in a full letter grade drop for the course. Please put**
1232 **your supplies back where you got them every time. The pod drawer key is returned to Dr.**
1233 **Carman at the end of the lab period before the student leaves the lab. Failure to return the key**
1234 **shall result in an "F" for the course.**

1235
1236 We adjust safety rules periodically to accommodate specific experiments. Each pre-lab lecturette
1237 contains specific discussion on lab safety for that experiment. Student flexibility and memory will
1238 be key as the safety rules may change weekly based on the specific experiment.

1239
1240 Read your experiments prior to coming to lab.

1241
1242 When you have completed your experiments, make certain to obtain Dr. Carman's initials on your
1243 experiment – no initials, no grade. Remember, too, that portions of your experiments are due in
1244 Canvas, i.e., experiments are due as individually assigned in the Course Outline and in Canvas.

1245
1246 NO food (includes water, candy, chips, Chapstick, Lip Gloss, ad nauseum) in the lab.

1247
1248 As a result of the lab remodel in 201-203 ASP, there are lab lockers available. The lockers are
1249 small and will accommodate course lecture/lab supplies and not much else. Anything you think
1250 you need beyond locker storage, please make sure you lock up in your vehicle and bring ONLY
1251 lecture/lab necessities.

1252
1253 Long hair needs to be put up out of the way: however you do this is your responsibility.

1254
1255 Wash lab benches with disinfectant and paper towels before you start your experiments.

1256
1257 Wash your hands after you've washed your lab bench area.

1258
1259 Keep stools in the lab "tucked in" as best as possible: they easily become fire/trip hazards if not
1260 stored properly.

1261
1262 Fire extinguishers are located in the lab.

1263
1264 A fire blanket is located in the red cabinet marked "Fire Blanket". Remember to stop, drop and
1265 roll.

1266 Eye wash stations are located in the lab.
1267
1268 If you spill a caustic chemical all over your clothes, you MUST immediately jump in the shower
1269 and remove all clothing. As of this writing, the heating element has been replaced in the hot
1270 water heater, hence, the water is not ice cold.
1271
1272 In the case of lab evacuation, all lab students will walk in an orderly fashion to the exit and leave
1273 the building. Leave your personal belongings where they are. The whole group needs to form up
1274 at the north lobby in BRIS for a head count upon evacuation.
1275
1276 The only items to be out on the lab benches, besides your necessary lab supplies, are your lab
1277 books and pens and (colored pencils for sketching in BIOLOGY courses ONLY; #2 pencils MAY be
1278 used to label test tubes in all lab courses as the test tubes are made for that purpose).
1279
1280 **Anything that has to be entered in your lab experimental/data sheet[s] during your lab period**
1281 **MUST be entered in INK!** Sketches in biology lab experimental sheets may be entered in pencil
1282 (colored if you wish). Failure to complete the necessary portions of your lab data sheet in ink on
1283 the day of the experiment shall result in a grade of "0" for that day. You may not leave lab until
1284 you have had your experimental data checked (signed) off by Dr. Carman or your present lab
1285 instructor. Failure to have it checked off results in a "0" for the day's work.
1286
1287 It is the student's responsibility to have his or her experiments printed and with them for and
1288 during each lab experiment. Failure to have done so will result in a zero (0) for the day's lab work.
1289
1290 Dispose of ALL waste as directed by Dr. Carman.
1291
1292 Wipe all spills – Dr. Carman or your present lab instructor cares NOT whose spills they are – clean
1293 ‘em up!
1294
1295 Wipe off all bottles after use; replace lids and stoppers immediately after using them; do NOT
1296 hand the bottles to your buddy without a lid or stopper: he or she is a grown up and can handle
1297 taking them out/off.
1298
1299 Report ANY injury to Dr. Carman or your present lab instructor.
1300
1301 Sandals, open-toed shoes, clogs of any nature (including, and especially, croc’s), open-heeled
1302 shoes, Keen-type sandals, Mary-Jane’s, fluffy slippers, flip-flops, basket-weave style shoes or
1303 sandals are not allowed in the lab. Wear tennis shoes or boots or the like that will provide
1304 continuous, wrap-around coverage of your feet. You will be sent home if you are not wearing
1305 proper foot protection – if you live close enough, you may return to complete the experiment for
1306 the day, otherwise, it’s a "0" for the day.
1307
1308 The only exception to this is if you have an injury that requires you to wear a cast,
1309 splint, brace or improper shoes due to injuries/wounds of the lower extremities -
1310 - a Physician's, Nurse Practitioner's or Physician Assistant's statement is required
1311 (and will require verification) if your injury is not obvious. You will be placed out
1312 of the way in the lab to minimize normal lab traffic flow disruption.
1313
1314 See also **Injury** statement in previous section[s].
1315
1316 Rinse and dry as best as possible your glassware at the end of the day and put it back in your lab
1317 drawer.
1318
1319 Throw paper towels in the trash; turn off hot plates. Wipe off all metal utensils and equipment
1320 you’ve used.
1321
1322 Move no electronic equipment.

1323 Wash your lab bench with disinfectant and paper towels when you've completed your lab
1324 experiments.

1325

1326 Make no other plans during the time allotted for your experiments: 3 hours.

1327

1328 Wash your hands as you leave for the day, THEN pick up your items at the front of the lab as you
1329 leave.

1330

1331 Wash your hands when leaving to take, or are returning from, a break.

1332

1333 Perform no unauthorized experiments.

1334

1335 If you're not sure, ask Dr. Carman.

1336

1337 **Section 8: Professorial Disclaimer**

1338

1339 Dr. Carman reserves the right to make changes at any time, as he deems necessary, to these
1340 rules and other documents on his website that pertain to the course in which you (the
1341 student) are enrolled.

1342

1343 **Section 9. Cadaver Lab (203 ASP) Hearing Protection And Preservation Policy**

1344

1345 A) General Statements

1346

1347 During the course of study using the cadaver lab, it is necessary to use a Stryker Saw (electric
1348 bone saw). The saw generates a great deal of noise as it cuts through bony tissue. As
1349 students learn in BIOL 223, Human Anatomy and Physiology I, the eighth cranial nerve (VIII;
1350 acoustic nerve, auditory nerve or vestibulocochlear nerve) is the softest of the cranial nerves
1351 and, hence, the most easily damaged by loud noises. This damage is irreversible and leads
1352 to hearing loss. Indeed, regular concert goer's in their mid-teens to late-20's are showing
1353 hearing loss that was once reserved for individuals in their 60's.

1354

1355 OSHA has specific policies and fact sheets [[1](#), [2](#)] dealing with the protection and preservation
1356 of one's hearing [[3](#)] (hyperlinks active).

1357

1358 While those policies are "the legal standard", it is Dr. Carman's professional opinion (cf
1359 <http://www.drcarman.info/bio223lx/223lex10.pdf>, slides 66-70 if you need a refresher) that
1360 OSHA's policies are not stringent enough, hence, the hearing protection and preservation
1361 policy for use in the cadaver lab when the Stryker saw is in use follows in Section B.

1362

1363 B) Specific Statements

1364

1365 1) It shall be the policy that **at any time the Stryker saw is in use**, ALL students will purchase
1366 and wear hearing protection as described below:

1367

1368 A) Absolutely NO ear plugs will be used so as to prevent potential contamination of
1369 the external ear, external auditory canal and/or tympanic membrane;

1370

1371 B) Only ear muff types of hearing protection may be used as they minimize potential
1372 contamination much like the use of goggles in the lab;

1373

1374 C) For the first lab period when the ear muffs are used, the muffs must be brought in
1375 **in the original wrapper, still sealed**, for Dr. Carman to examine and confirm safe
1376 applicability;

1377

- 1378 D) The ear muffs shall have a minimum noise reduction rating (NRR) of not less than
1379 25 decibels and shall be readily verifiable;
1380
- 1381 E) Each student is responsible for obtaining and bringing their own set of ear muffs
1382 in advance of the date[s] they are needed;
1383
- 1384 F) Ear muffs of this type are available at most home improvement stores (e.g., Lowes
1385 or The Home Depot) or sporting goods stores (e.g., Cabella's or Sportsman's Warehouse);
1386
- 1387 G) Failure to have hearing protection on the days it's required shall result in a loss of
1388 one letter grade for each infraction;
1389
- 1390 H) Three infractions will result in an "F" for the course;
1391
- 1392 I) Each student needs to put his/her name on the hearing protection for
1393 identification purposes;
1394
- 1395 J) Because hearing protection can make communication of a verbal nature
1396 challenging, pre-lab lecture must be listened to and followed carefully;
1397
- 1398 K) Activities in the cadaver lab must be closely watched by all (use a buddy system:
1399 one person cutting with another person watching his/her back) so as to minimize potential
1400 danger and/or injuries;
1401
- 1402 L) When the Stryker saw is no longer in use, students may remove their ear muffs
1403 and place them in a safe and clean area.
1404
- 1405 2) As necessary, this policy shall be updated as quickly as possible to reflect critical changes
1406 of s necessity.
1407
1408

1409 **Section 10. Science Lab (201 ASP) Instructor Policy Statement**

1410 1411 A) General Statements 1412

1413 It is the *de facto* policy that Western Nevada College (WNC) delegates authority to hiring
1414 managers (e.g., Academic Directors) to hire appropriately academically qualified/competent
1415 professionals to teach students in laboratory sections.
1416

1417 It is the *de facto* policy that the WNC Divisional Academic Director is the supervisor of the
1418 laboratory instructor.
1419

1420 It is Dr. Carman's policy that lab instructors are their own entities, i.e., if students have issues
1421 with the lab instructor and are unable to work out the issue, then the student will take the
1422 unresolved issue to the Academic Director of Liberal Arts [and Sciences] for resolution.
1423

1424 It is Dr. Carman's policy that another full time faculty member or the Academic Director will
1425 evaluate the laboratory instructor in accordance with WNC's Policies and Procedures for part-
1426 time faculty evaluations.
1427

1428 It is Dr. Carman's policy that these employees adhere to all of Dr. Carman's Rules and policies
1429 while teaching the lab experience.
1430

1431 It is Dr. Carman's policy that these employees use Dr. Carman's experiments linked in sequence
1432 to his website to teach the laboratory experience.
1433

1434 It is Dr. Carman's policy that these laboratory instructors provide Dr. Carman with the points
1435 earned (vis-à-vis the appropriate "Course Snapshot") by each student through the 15th week of
1436 the semester via email-attached Excel spreadsheet.

1437
1438 It is Dr. Carman's policy that the lab final exam will be turned in to Dr. Carman during the class'
1439 ACS Chemistry national final exam in the 16th week of the semester (final exam week) and that
1440 Dr. Carman will grade the lab final exam and add those points to the points provided by the lab
1441 instructor in determining the students' final grades for the course.

1442
1443 B) Specific Statements: Unofficial Position Description:
1444

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

1445
1446
1447 **General Accountability**

1448
1449 The Biology and/or Chemistry Laboratory Instructor shares responsibility for the effective
1450 operation of undergraduate teaching laboratories and related operations in the Chemistry
1451 curriculum.

1452
1453 Duties include:

- 1454
- 1455 • Maintenance of existing laboratory experiments and the apparatus associated with them,
1456 including computer-aided exercises.
 - 1457
 - 1458 • Laboratory preparation, performance of experiments in preparation for teaching them to
1459 students and pre-/post-experimental exercises.
 - 1460
 - 1461 • Demonstration of experiments and software to undergraduate students.
 - 1462
 - 1463 • Purchases necessary disposable laboratory supplies (e.g., solid and liquid reagents;
1464 disposable glassware; reagent containers, et al) when unavailable in the lab (must be
1465 knowledgeable in lab inventory and locale) using student lab fees generated for the lab
1466 section.
 - 1467
 - 1468 ○ Chemical Supply vendor examples already in the WNC system include:
1469
 - 1470 ▪ [Fisher Science](#) (Primary source – Fisher provides an educational discount
1471 on orders). Do NOT submit PO's via WorkDay at this time (8 Jan 2019) –
1472 through Katy by sharing your wish list or shopping cart – Fisher has pricing
1473 "issues" that make budgeting difficult otherwise.
 - 1474 ▪ [Carolina Biological Supply Company](#)
 - 1475 ▪ [Sigma-Aldrich](#)
 - 1476

- 1477 ○ Purchasing SOP include the following:
1478
1479 ▪ Purchase is limited to lab fees for the class (e.g., 20 students X \$50 a
1480 student = \$1000 lab use “budget” for the semester) OR to no more than
1481 \$2000 per order, per vendor, per day.
1482
1483 ▪ Find necessary item[s] in online catalog and copy and paste URL (see also
1484 above comment regarding Fisher) into email to Katy
1485 (Katy.Edmunds@wnc.edu) or share shopping cart with Katy for order
1486 processing.
1487
1488 • Assessment of the performance of students and submission of lab scores to faculty of
1489 record for the course.
1490
1491 • Perform proper hazardous materials’ disposal IAW WNC’s EH&S policies and procedures
1492 (<http://www.wnc.edu/ehs/>) located on WNC’s publicly accessible website, as well as
1493 WNC’s intranet accessible by faculty and staff.
1494

1495 **Nature and Scope**

1496

- 1497 1. The Biology and/or Chemistry Laboratory Instructor works on their own initiative with
1498 minimal daily supervision, and reports to the Director of Liberal Arts.
1499
1500 2. The Biology and/or Chemistry Laboratory Instructor:
1501
1502 a. Gives supervision and instruction on experiments to students prior to the
1503 commencement of each laboratory session.
1504
1505 b. Provides specific emphasis to students on safety, equipment preparation, problems
1506 potentially encountered during the experiment, and data analysis.
1507
1508 3. The primary objective and challenge of the Biology and/or Chemistry Laboratory
1509 Instructor's job is:
1510
1511 a. Take full academic responsibility for the lab sections and lab exercises to which they
1512 are assigned each term. This includes: the grading scheme, using web-based course
1513 material delivery where appropriate, assigning lab groups for the experiments, giving
1514 instruction to students regarding course expectations and requirements, assisting
1515 with grading, assessing and submitting final course grades, responding to inquiries and
1516 appeals regarding grades.
1517 i. Department policy is that any student having DSS needs is to provide only double
1518 time, if requested, for quizzes and exams.
1519
1520 b. Work with other teaching staff to ensure that all experiments in all courses work when
1521 classes meet. Work to ensure that all the Biology and/or Chemistry lab exercises have
1522 consistent expectations and practice.
1523
1524 c. Provide technical support in the teaching process by being present at laboratory
1525 classes and explaining proper use of equipment to the undergraduate students
1526 performing the experiments.
1527
1528 4. Where abilities, interests and opportunities exist, deliver undergraduate lectures and/or
1529 tutorials in the Chemistry program.
1530
1531 5. Other duties of the Biology and/or Chemistry Laboratory Instructor include:

- 1532
- 1533 a. Preparation of chemical solutions, biological specimens and other materials required
- 1534 in the laboratories.
- 1535
- 1536 b. Familiarity with individual experiments and operation of special laboratory
- 1537 equipment, including analytical equipment, data measurement devices and meters,
- 1538 pumps, reactors, membranes, heat exchangers, other unit operations, and biological
- 1539 materials and equipment such as microscopes.
- 1540
- 1541 c. Handle paperwork associated with the purchase and repair of laboratory equipment,
- 1542 supplies and inventory.
- 1543
- 1544 d. Supervise health and safety aspects of undergraduate laboratories for all users.
- 1545
- 1546 e. Perform library searches, reading, and professional training to remain current with
- 1547 developments in chemistry and education.
- 1548
- 1549 f. Coordinate with the faculty of record on student-required materials, e.g., texts, lab
- 1550 books, goggles, lab coats, web requirements.
- 1551

1552 **Statistical Data**

1553

1554 Courses in Biology and/or Chemistry, including the laboratory courses, enroll up to

1555 approximately 32 (201 ASP) or 30 (Coming BIOL lab remodel) students per lab section per term.

1556 Laboratory courses occur in each of the two terms per year. There are approximately 200 Biology

1557 and/or Chemistry undergraduate students on the Carson City campus over the academic year,

1558 of which only a few are Biology and/or Chemistry Majors in the making; the remainder are pre-

1559 professional students, e.g., pre-nursing, pre-med, pre-pharmacy, ad nauseum, or general

1560 education students.

1561

1562 **Specific Accountabilities**

- 1563
- 1564
- 1565 1. Smooth operation of assigned undergraduate Biology and/or Chemistry Laboratories.
- 1566
- 1567 2. Administration of the assigned undergraduate laboratory courses and exercises and a
- 1568 commitment to continuous quality improvement.
- 1569
- 1570 3. Supervision and instruction of the students in each assigned lab section.
- 1571
- 1572 4. Provide effective leadership in the laboratory, including instruction of students and
- 1573 assessment of their academic performance.
- 1574
- 1575 5. Provide effective safety leadership, intervention and enforcement in the laboratory
- 1576 environment.
- 1577
- 1578 6. Collaborate with the other department teaching staff IAW institutional and individual faculty
- 1579 policies to provide course coverage in case of emergencies.
- 1580

1581 **Working Conditions**

- 1582
- 1583 1. The Biology and/or Chemistry Laboratory Instructor is expected to organize their work such
- 1584 that they are present during all scheduled lab periods.
- 1585
- 1586 2. Most of the time is spent:

- 1587 a. in teaching labs (including computer-aided teaching) or in office hours, working with
 1588 undergraduate students, or
 1589
 1590 b. in the laboratory performing experiments (schedule with Chelsie or Katy to negate
 1591 scheduling conflicts), verifying supplies, preparing orders for needed supplies, locating
 1592 and preparing equipment, reagents and materials for the lab experiments.
 1593
 1594

1595 **Section 11: Canvas and Academic Integrity**
 1596

1597 **1) Canvas Help Line: (855) 308-2493.** If you have **any** issues with Canvas, call **them!** Do not
 1598 email or call or confer with faculty as we know nothing from the technical end of things and most
 1599 of us don't use Canvas on anything other than a PC.

1600 a) Should a student choose to email the faculty member regarding an issue with Canvas,
 1601 it would behoove that student to re-contact the faculty member should the student
 1602 resolve the issue as a matter of practical (common) courtesy.

1603 b) When the student has an issue with Canvas, the student needs to submit a work order
 1604 to Canvas (via Help) with the specific request to have Canvas reply (cc) to the faculty
 1605 member, as well, throughout the resolution process.

1606 **2) Canvas Notifications:** It's the student's responsibility to have their Canvas notifications set
 1607 properly. If you're having difficulty with that, see 1) above.

1608 a) **Dr. Carman does NOT communicate through Canvas: rather through email.** Dr.
 1609 Carman uses Canvas ONLY for graded assignments and assigning final course grades.
 1610

1611 b) Note that open/close/due times may vary by assignment. **It's the student's**
 1612 **responsibility to keep up with any variations in Canvas assignments.**
 1613

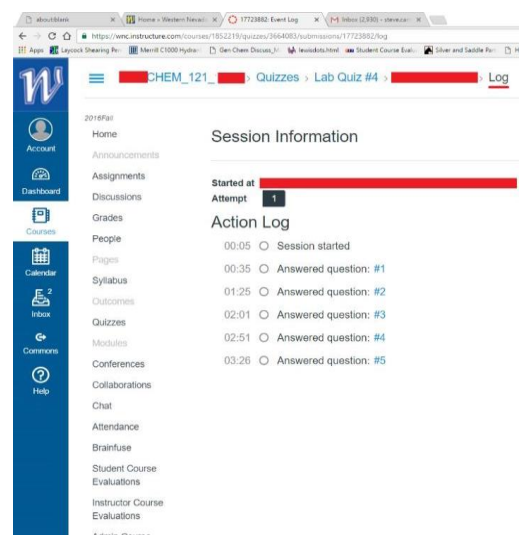
1614 **3) Smart Phone Service:** It's the student's responsibility to confirm that service is available to/for
 1615 their phone at any site/location on WNC's campus. It's the student's responsibility to know how
 1616 to use his/her smart phone. It's the student's responsibility to be aware of hotspots and dead
 1617 spots for phone service.

1618
 1619 **4) Wi-Fi service:** Using your WNC Anywhere login and password, students have access to free
 1620 wi-fi on WNC's campuses, as well as in 201 and 203 ASP (they have their own hotspots). It's the
 1621 student's responsibility to have both login and password information memorized. Be aware that
 1622 WNC's Wi-Fi is not a secured network. It's the student's responsibility to be aware of hotspots
 1623 and dead spots for Wi-Fi service.

1624 **4a) Students will be using WNC-purchased iPads for**
 1625 **their exams. Make sure to be early to get your iPad and**
 1626 **get logged in ahead of exams.**

1627 **5) Internet Service Provider (ISP):** It's the student's
 1628 responsibility to confirm that their home ISP is
 1629 compatible with Canvas, myWNC and gmail, as well as
 1630 to have un-interrupted service of a routine nature. It is
 1631 the student's responsibility to inform their ISP if there
 1632 are any issues and have those issues resolved promptly.
 1633 Emergent ISP outages or service interruptions are
 1634 usually well publicized by the press.

1635 **6) Did you know that Canvas has an "Action (or**
 1636 **Activity) Log"** to which Faculty have access to observe



1637 what actions students took during a quiz or exam? It does: Faculty can see when students
 1638 leave Canvas during a quiz or exam, Faculty can see when students've changed their answer,
 1639 Faculty can see when students changed their answer **after** they left Canvas' page and Faculty
 1640 can see if students just did the work like they're supposed to.

1641 **Also: ONLY one browser tab open during exams.**

1642
 1643 **Exhibit 1** (lower right image, bottom previous page): The log of a Canvas-based Quiz where the
 1644 student simply performed as required, i.e., took and completed the quiz on his/her own
 1645 without deviation and with integrity.

1646 **Exhibit 2** (Middle of this page): The log of a Canvas-based Quiz where the student changed an

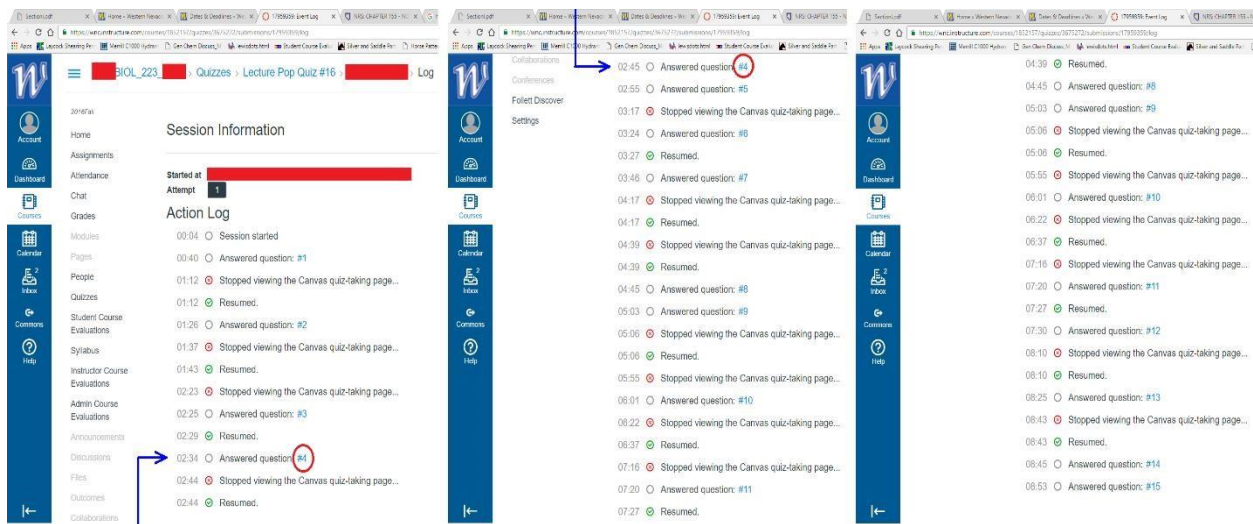
The image displays two screenshots of a Canvas quiz log. The left screenshot shows the 'Session Information' and 'Action Log' for a quiz attempt. The right screenshot shows a detailed 'Action Log' with annotations. Annotations include '60 seconds lapsed' between 03:11 and 03:14, and '23 seconds lapsed' between 05:44 and 05:46. Blue arrows point to 'Stopped viewing the Canvas quiz-taking page...' events, and purple arrows point to 'Answered question: #6' events.

1647 answer (**purple arrows**; no big deal) and left Canvas **twice** to find an answer to a question (**blue**
 1648 **arrows**; really big deal) ... and changed their response/answer each time. This student
 1649 completed the quiz using outside assistance (**this is called cheating**) and completed the quiz
 1650 without integrity.

1651
 1652
 1653 **Exhibit 3** (Immediately below): A log from a Canvas-based Quiz performed by a student who was
 1654 thoughtful and completed the work on his/her own, i.e., with integrity.
 1655

The image displays two screenshots of a Canvas quiz log. The left screenshot shows the 'Session Information' and 'Action Log' for a quiz attempt. The right screenshot shows a detailed 'Action Log' for a student who completed the quiz with integrity.

1656
 1657



1658 To allay feelings of “being picked on”, here’s an example of cheating in a course other than CHEM
 1659 121. **Exhibit 4** (Top of page): A log from a Canvas-based Quiz performed by a student who did
 1660 not perform with honor, dignity, honesty or integrity, i.e., who cheated (**blue arrows**).

1661
 1662 **Integrity is doing something the right way, every time, regardless if someone is watching or**
 1663 **not.** Integrity **does not mean** “do what you can as long as you don’t get caught”.

1664 **7)** Dr. Carman’s in-class Rules are located on his main web page: <http://www.drcarman.info>

1665 **8)** Per the Rules and Syllabus Affirmation Quiz that each student was required to complete (or
 1666 forfeit 50 points from the course) in Canvas, every student has certified that they read and
 1667 understood every section of the Rules, which included a section on Academic Integrity that was
 1668 linked to [WNC’s Academic Integrity Policy 3-4-5](#), cf Section 1.

1669
 1670 Per the Canvas-based Rules and Syllabus Affirmation Quiz that each student was required to
 1671 complete (or forfeit 50 points from the course total for failure to complete, cf Section 11) in
 1672 Canvas, every student has certified that they read and understood every section of the Rules,
 1673 which included a section on Dr. Carman’s Professorial Disclaimer (Section 7).

1674 **9) Academic Integrity Punishments:** Did you know that if you are found guilty of cheating by
 1675 WNC that **you can be expelled** from WNC?

1676 Did you know that being expelled from WNC means that you are automatically **expelled from all**
 1677 **other NSHE institutions** in Nevada?

1678 Did you know that the **only way to obtain permission to enroll in another NSHE institution** once
 1679 you’ve been expelled is to personally appeal to the institutional President for permission to
 1680 enroll?

1681 Did you know that using your phone for the quizzes and your laptop, tablet, phablet and/or PC
 1682 concurrently to bypass the Action Log **is still cheating**?

1683 **Per Dr. Carman’s Rules, anyone caught cheating will be removed from the course with an “F”.**

1684 **You may appeal that decision to WNC’s Academic Standards and Student Conduct Committee**
 1685 **by filing the appropriate paperwork through the Office of the CESSO.**

1686 **Be aware that the following items/documents will be automatically forwarded to the Dean**
 1687 **upon either the charge of cheating or upon notification of your appeal or both:**

- 1688 **1) The results of your Canvas-based Rules and Syllabus Affirmation Quiz**
- 1689 **2) A copy of these Rules/Policies**
- 1690 **3) A copy of this document (via hyperlink)**
- 1691 **4) The Canvas Action/Activity Log for the specific assignment in question**
- 1692 **5) The complete recorded score entries in your Canvas Grade Book**

1693 **10)** This document serves as **NOTICE.**

1694 **Section 12: Rules for Being An Academically Successful Student Citizen**
1695 **in the Classroom and Laboratory Signatory Page**
1696

1697 These three pages will be e-submitted via Canvas-based Quizzes: read them carefully ahead of
1698 time! **Failure to submit/complete this assignment ON TIME in Canvas will result in a loss of 50**
1699 **points.**

1700
1701 Furthermore, failure to complete this assignment, by default, does not waive your obligation to
1702 comply with these rules. **No excuses or exceptions! This includes late enrolling students!**
1703

1704 _____ I have read, I understand and I agree to follow the above rules (i.e., Sections I-X), the FAQ's
1705 and the Horizontal Violence Seminar, the Course Snapshot for the course in which I've enrolled
1706 and I have a copy of all of the same for/in my records.
1707

1708 _____ I have read, understand and agree to follow WNC's Academic Integrity Policy as linked to
1709 this main document on page 1.
1710

1711 _____ I am aware that there are pre-requisite courses to this course and that I have either
1712 completed them prior to taking this course or am aware that the lack of academic preparation on
1713 my part is my responsibility as is the grade I earn based on that lack of educational background
1714 material.
1715

1716 _____ I am aware that I need to study at the very least, the minimal times indicated in this
1717 document to be successful in this course and that it is my responsibility to put in that time. I
1718 commit to studying a minimum of 3 hours a day every day of the week for this course (and 6
1719 hours a day in accelerated courses) and to completing this course, in the regular semester
1720 (summer courses require more study time).
1721

1722 _____ I understand, and agree to abide by, the rules of this course as spelled out by the
1723 documents linked to each course syllabus.
1724

1725 _____ I understand that if these rules are violated, I may be removed from the course at the
1726 professor's discretion and may not have the option
1727 of rejoining the class at the professor's discretion.
1728

1729 _____ I may leave this course and Internet (myWNC) withdraw from this course per WNC's
1730 withdrawal policy that I have read and understand.
1731

1732 _____ I understand that when new material or methods are presented by the professor for this
1733 course that there will be errors. Errors are dealt with as they come up. The student NEVER pays
1734 for the professor's errors in this course or on the exams in this course when brought to light and
1735 verified by Dr. Carman.
1736

1737 _____ I understand that it is my responsibility to possess and have read the current semester
1738 schedule and am aware of the date[s] of the final exam[s] in and for this course and that that
1739 [those] dates are non-negotiable.
1740

1741 _____ I understand that if I am not enrolled in and if I have not paid for this course that I will NOT
1742 receive a grade in this course at any time for this semester. I understand that I must be enrolled
1743 and have paid my fees in order to earn/receive a grade in this course.
1744

1745 _____ I understand the ramifications of having and using unauthorized electronic equipment in
1746 the classroom and laboratory and that the ramifications may also include criminal investigation
1747 and prosecution as well as my leaving the course.
1748

1749 _____ I have read, I understand and I agree to abide by Dr. Carman's Laboratory Safety Rules.

1750 _____ I have received a lab safety lecture and orientation in lab (201 ASP) that included the
1751 location and identification of Manufacturer's Safety Data Sheets (MSDS' – soon to be Safety
1752 Data Sheets per OSHA).

1753
1754 _____ I have received a lab safety lecture and orientation in lab (201 ASP) that included a
1755 demonstration of the emergency shower, the emergency eye washes and instruction to keep the
1756 emergency eye wash areas (yellow taped off areas) clear and free of any and all obstacles to
1757 its/their use.

1758
1759 _____ I have read, I understand and I agree to abide by the Laboratory Glove Use Policy.

1760
1761 _____ I understand that the Rules, et al, may change throughout the course of the semester at
1762 Dr. Carman's discretion, vis-à-vis Section 8 of Dr. Carman's Rules.

1763
1764 I have read, I understand and I agree to follow the above rules and I have a copy of the above
1765 document for, and in, my records.

1766
1767 Furthermore, on the advice of WNC Legal Counsel and the WNC Environmental Health and Safety
1768 Director, I, _____ (printed student's name), am a student enrolled
1769 at Western Nevada College, a member institutions of the Nevada System of Higher Education
1770 ("NSHE"), for the _____ semester. I have enrolled in Biology and/or Chemistry
1771 courses. I understand and hereby acknowledge that my participation in Biology and/or Chemistry
1772 may expose me to hazardous materials and other risks. I understand and acknowledge that I
1773 have a responsibility to know how to respond in the event of an accidental exposure. In
1774 consideration of my being allowed to participate in Biology and Chemistry courses, I hereby agree
1775 as follows:

1776
1777 1. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry
1778 courses, I must carefully read and understand the procedure/experiment that will be performed
1779 in the laboratory.

1780
1781 2. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry
1782 courses, I must attend the responsible instructor's laboratory safety orientation and fully read
1783 the procedure that is described in the textbook, the instructor's website or in an instructor
1784 handout prior to attempting to perform the procedure/experiment.

1785
1786 3. I understand that, as a condition of my continued enrollment in Biology and/or Chemistry
1787 courses, I must utilize personal protective equipment, which may include, but is not limited to,
1788 laboratory coat, gloves, foot protection, and chemical splash goggles.

1789
1790 4. I understand that exposure to, inhalation of, or ingestion of hazardous materials, noxious
1791 chemicals, and/or preserved specimens involve the risk of injury or death. I understand that
1792 exposure to broken glass, hot plates, and flammable materials also involve the risk of injury or
1793 death. I understand that my complying with the conditions described above substantially reduces
1794 the risk of injury or death. I understand, accept, and voluntarily assume these risks.

1795
1796 5. I understand that neither the NSHE nor Western Nevada College will provide medical or health
1797 insurance coverage to me during any aspect of my participation in Biology and/or Chemistry
1798 courses. I hereby represent and warrant that I am and will be covered throughout the activity by
1799 a policy of comprehensive health and accident insurance that provides coverage for injuries I may
1800 sustain in the course of my participation in the activity. I understand I may be required to show
1801 proof of insurance coverage prior to my enrollment in Biology and/or Chemistry courses.

1802 6. I, individually, and on behalf of my heirs, successors, assigns and personal representatives,
1803 hereby agree to indemnify, defend, and hold harmless the NSHE, Western Nevada College, and
1804 their employees, agents, and representatives, from any and all liability whatsoever for any and
1805 all damages, losses, or injuries (including death) I sustain to my person or property or both,
1806 including but not limited to any claims, demands, actions, causes of action, judgments, expenses
1807 and costs, including attorneys' fees, which arise out of, result from, occur during, or are
1808 connected in any manner with my enrollment in Biology and/or Chemistry courses.

1809
1810 7. To the extent authorized by law, I, individually, and on behalf of my heirs, successors, assigns
1811 and personal representatives, hereby release and forever discharge the NSHE, Western Nevada
1812 College, and Western Nevada Musical Theatre Company, and their employees, agents, and
1813 representatives, from any and all liability, loss, damage or expense, including attorneys' fees, that
1814 they or any of them incur or sustain as a result of any claims, demands, actions, causes of action,
1815 damages, judgments, costs or expenses, including attorneys' fees, which arise out of, occur
1816 during, or are in any way connected with my enrollment in Biology and/or Chemistry courses.

1817
1818 8. To the extent that I, individually, or my heirs, successors, assigns, or personal representatives
1819 bring a claim of any kind whatsoever against the NSHE, Western Nevada College, and/or their
1820 employees, agents, and representatives, I agree that this Waiver, Release and Indemnification
1821 Agreement is to be construed under the laws of the State of Nevada, including the provisions of
1822 Nevada Revised Statutes Chapter 41; and that if any portion hereof is held invalid, the balance
1823 hereof shall, notwithstanding, continue in full legal force and effect. In signing this document, I
1824 hereby acknowledge that I have read this entire (and associated) document(s), that I understand
1825 its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that
1826 I have signed it knowingly and voluntarily.

1827
1828
1829 Participant's Name: _____

1830
1831
1832 Signature: _____

1833
1834
1835 Course and Section Student Enrolled in: _____

1836
1837
1838
1839
1840
1841 If Student is under the age of majority and has not been emancipated or is enrolled in high
1842 school:

1843
1844
1845
1846
1847 Parent's Signature: _____

1848
1849
1850 Dated: _____