

“Tips for Success in this Course”

First and foremost, it is expected that you will ***attend class!*** Discussions in class are key to distinguishing what is important (and what is not!) from text resources. Important information, including any necessary schedule changes, is given in class; *it is your own responsibility* to obtain this information. If you do miss class for any reason, make sure that you get notes from someone. I will be happy to review these notes with you to answer any questions, but I cannot be expected to repeat what happened in class, on an individual basis.

You are also expected to ***check the course webpage regularly.*** Homework assignments, due dates, reference materials, and lab worksheets will be made available here; you are responsible for having these *when needed.*

To do well in this course, you will want to ***maximize the effectiveness of your class (and out-of-class) time:***

1. ***Read appropriate chapter(s)/topics*** in advance, particularly noting *key terms*. The text includes a glossary that can put new terms into context. Reviewing material *before* class discussion will help you to identify questions you may have. *The reading schedule indicates the date by which readings should be completed.*
2. ***Ask questions!*** In class or out of class, do not hesitate to let me know if you have questions. If you are not comfortable asking questions in class, come to my office and let's chat! (*note my scheduled hours; you may also make an appointment if these times do not work with your schedule*)
3. ***Take notes, but do not try to copy down everything*** that is said! Listen for the main points, and then write down what is important. If you're not clear as to what the main point is, *ask!*
4. After class, ***review material*** while it's fresh: go over your notes and compare to text information; make a note of any remaining questions you have (then make sure to *ask* these questions of me or the tutors!). Don't wait until just before a test to sort everything out!
5. ***Do assignments*** completely, carefully, and punctually! This is one of the easiest ways to earn points toward your final grade; *not* completing or submitting assignments is a sure way to damage your grade.
6. If you are having trouble, ***seek help right away.*** Don't wait until the end of the term to ask about 'fixing' your grade: by then, it's too late. Let's work together to identify problems *early* and work on a solution.

A general rule for college classes is that you should expect to spend *2 hours outside of class for every one hour in class on a weekly basis*: this is time you spend on assignments, review, studying, etc. The most successful students manage their time this way, and do not rely on “cramming” before exams.

Note the *participation* and *contribution* aspects of the grade. Points will be earned by students who are ***on-time, prepared for class, participate*** in discussion, and have ***completed in-class exercises.*** These points are not enough to make up for missing other course elements; but may be sufficient to make a letter grade difference in some cases.

Some Rules for this Class

- If you have a question for me, by all means speak up; however, if conversation with others is *not* part of a class activity, *you will be asked to leave.* Respect those who are speaking or listening; disruptions in the classroom will not be tolerated.
- I understand if ***occasional*** circumstances result in late arrival or create the need to leave class early: this is preferable to your missing an entire session. I do expect that you will do your best to *avoid* such situations. If necessary, however, be courteous: do not disturb others as you enter/exit. If tardiness or disruptions are a habit, *your grade will be affected.* **Note that on-time attendance is critical for success in the lab portion.**
- It is *not* necessary to inform me if you are unable to attend a lecture session. However, if an exam or assignment due date would be missed, special consideration of ***extenuating circumstances*** is *only* possible if you have notified me ***in advance*** (or as soon as possible in case of emergency): voice-mail or email is fine. Excuses are subject to approval; you may be required to provide appropriate documentation.
- Cheating or appearance of cheating on any test or quiz will result in an immediate “F” semester grade.
- Plagiarism and other academic misconduct will not be tolerated. This applies to all assignments, homework, and papers. Refer to the University Student Conduct Code for definitions and university policy on academic misconduct (available on the NEIU website at <http://www.neiu.edu/DeanSt.htm#>). For more information about avoiding plagiarism, see course website resources.