“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 change to the schedule, 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 am happy to review with you these notes, 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 web resources regularly.** 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 should **maximize the effectiveness of your time** (in and out-of-class):

1. **Read appropriate chapter(s)/topics** or additional resources, particularly noting key terms. You should focus on putting new terms into context, not on memorizing definitions. Reviewing material related to class discussions will help you to identify questions that you may have.
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 information from available resources; 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 an exam 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 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 spent on assignments, review, studying, etc. The most successful students manage their time this way, and do not rely on “cramming” before exams.

Note that success in this lab class is dependent upon your participation, contributions, and thoughtful effort, especially in connecting concepts. The best grades will be earned by students who are **on-time & prepared for class**, who **fully participate** in discussions and activities and **thoughtfully complete work as required.**

**My Expectations of You (see also “Classroom/ Laboratory Rules”)**

- 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: leave yourself enough time to get here, for instance! If necessary, however, please 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 and full participation is critical for success in this class. Late arrival to lab is particularly disruptive and detrimental. Be prompt and be ready to participate!**

- It is **not** necessary to inform me if you are unable to attend a class 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): email or voice-mail is fine. Excuses are subject to approval; you may be required to provide appropriate documentation. Please note that holiday travel, in conflict with the academic term schedule, is **not** an extenuating circumstance.

- Plagiarism and other academic misconduct will not be tolerated. This applies to all assignments, projects, exams, and in-class work. Cheating or appearance of cheating may result in a failing grade. Refer to the University Student Conduct Code for definitions and university policy on academic misconduct (available on the NEIU website). For more information about avoiding plagiarism, see additional course web resources.

- Respect for others in the classroom is expected of all class members. See additional information in “Rules.”