



Your University of Choice

COURSE SYLLABUS

Term: Spring 2016 (2015-2)

Course: FRSC205 and FRSC205L FORENSIC SCIENCE II Lecture and Lab - SECTION A

Instructor Information:

Instructor Name	Dr. Sandra Chimon Rogers (aka Dr. R)
Office Number:	335
Phone Number:	219-473-4268
Other Contact	Cell/Text (773)719-8759 (please identify yourself first) Snapchat DrPeszek
Email:	drrogers@ccsj.edu All e-mail communication MUST be through your CCSJ e-mail account and contain "FRSC205A Spring" in the subject line if you expect a response.
Hours Available:	All hours and schedules are posted outside of room 335. Monday & Wednesday from 6:45AM to 8:30AM. Tuesday 6:45AM-11:45AM, and Thursday 6:45AM - 10:15 AM. Monday-Thursday 1:30-2:00PM

Instructor Background: *B.S University of Illinois (Chemistry); Ph.D. University of Illinois (Chemistry); Post-Doctoral Fellow, University of Illinois (Bioanalytical Chemistry); Adjunct Professor: National Louis University (2008), Prairie State College (2008-2009), Elmhurst College (2008-2009), Visiting Assistant Professor: DePaul University (2009-2011) and Assistant Professor of Bioanalytical Chemistry and Director of Undergraduate Studies (2011-2013). Director of the Science Program, Assistant Professor at Calumet College (2013-present). Department Chair of Science, Math, and Behavioral Science (2015-present).*

What does my research at Calumet College of St. Joseph entail?

- Analyze structural and neurotoxic properties of neurodegenerative-disease related proteins and peptides, which are major suspects of Alzheimer's disease and Parkinson's disease
- Utilize various sample preparation techniques including but not limited to biochemical assays, kinetics, neurotoxic effects involving instrumentation such as fluorescence, UV/Vis, NMR, FTIR, and electron microscopy.

The types of sciences which are involved in my research cover a broad range of interdisciplinary aspects from analytical chemistry, physical chemistry, biophysics, nanotechnology, bioanalytical, molecular biology, biochemistry, and neuroscience.

Theoretically, everyone in this class could get an A. This fact means that you are never in competition with your classmates. I have this policy to encourage you to study in groups for the exams to help each other out. I encourage you to follow your performance using the grades that will be posted on Blackboard.

Course Information:

Course Time:	12:00 PM - 1:30 PM, Mondays and Wednesdays Labs on Wednesdays from 10:15-11:45 AM
Classroom:	CCSJ 332
Prerequisites:	Prerequisites: C- or better in BIOL 115, BIOL 115L, BIOL 205, BIOL 205L, CHEM 200, CHEM 200L, FRSC 200, and FRSC 200L along with concurrent enrollment in FRSC 205L
Required Books and Materials:	Required on a daily basis Handouts to be provided
<p>Learning Outcomes/ Competencies: This is a list of very specific learning objectives for FRSC 205A lecture. The lab will also provide hands-on opportunities to develop and apply this knowledge. Please note that for many of the topics in this course real world examples are used. Also, on occasion, the topics result in brief discussions of economic and societal issues and some historical development can also be done so as to see the role science played in certain world events.</p> <p><u>By the end of this course, students will be able to:</u></p> <ol style="list-style-type: none"> 1. Obtain a basic understanding of the branches of Forensic Science and its applications in society. 2. Utilize case studies to gain knowledge of forensic techniques and terminology 3. Collect and categorize evidence and data 4. Examine data and evidence 5. Develop keen observational skills 6. Use observations and evidence to analyze crime scenarios 7. Create comprehensive scientific reports 8. Be exposed to careers which related to forensic science 9. Learn from and make connections with community members (detectives, arson investigator, print specialist, medical examiner)and local colleges 10. Develop the ability to listen intently and speak confidently 11. Investigate computer simulations and relate them to real world applications 12. Enhance their intellectual curiosity and personal integrity 	
<p>Course Description: A 3 credit hour course implementing the forensic sciences with emphasis on criminalistics; unique characteristics, underlying philosophies; nature, analytical methods, significance of results with chemical, biological, trace, and pattern evidence. Forensic Science 2 is the second component of the forensic science sequence which develops the reasoning strategies through examination of case studies; solving real-world problems as part of an investigative team. The lab component of the forensic science sequence where the examination of case studies; solving real-world problems as part of an investigative team is implemented. Prerequisites: C- or better in BIOL 115, BIOL 115L, BIOL 205, BIOL 205L, CHEM 200, and CHEM 200L, FRSC 200 and FRSC 200L along with concurrent enrollment in FRSC 205. Laboratory Fee: See current fee schedule.</p>	
<p>Learning Strategies: Active learning, BlackBoard, group discussions, team projects, collaborative learning, lecturing, laboratory exercises, demonstrations</p>	
<p>Experiential Learning Opportunities: In class discussion, comprehension and critical thinking along with laboratory experience is essential for a fundamental understanding of the scientific method. This course has a required laboratory portion that provides students with experiential learning through experimental design, hypothesis development, data interpretation, and communication of results through laboratory reports.</p>	

Assessments:

The point values for each category of assessment are listed below. Point values for each category may be adjusted to reflect actual number of assignments, quizzes, etc., at the professor's discretion and any changes made during the semester supercede the point values reflected here; changes will be announced in class and posted on BlackBoard.

One overall grade given is based on *both* lab and lecture assignments; this means that the same grade will be applied to both lab and lecture courses.

CATEGORY	DESCRIPTION	POINTS
Quizzes	Given at the beginning of class; covers the assigned reading/previous lectures	10%
In class activities / Participation	Completed at the end of class	20%
Homework	Assigned on BlackBoard	10%
Lecture Exams	90 minutes, during class (total of 3, dropping the lowest one)	Each 20% Total 40%
Final Exam	Cumulative Murder Mystery Exam.	20%
	TOTAL PERCENT	100%

I reserve the right to change this schedule to meet the needs of the class.

COURSE OUTLINE:

Lecture	Labs
Week 1: Jan 11-Jan 15 Fingerprinting Gunshot residue	Fingerprinting Gunshot residue
Week 2: Jan 18-22 <u>NO CLASS ON MONDAY, January 18, 2016</u> Blood testing	Blood identification
Week 3: Jan 25-29 Bodily Fluids	Blood 2
Week 4: Feb 1-5 Bodily Fluids	Saliva
Week 5: Feb 8-10 Bodily Fluids	Semen
Week 6: Feb 15-19 NO CLASS/LAB	NO CLASS/LAB
Week 7: Feb 22-26 DNA	Kissing kit
Week 8: Feb 29-March 4 ***Spring Break***	
Week 9: March 7-11 DNA	Kissing kit
Week 10: March 14-18 DNA	Hair samples

Week 11: March 21-25 DNA	Fingernails
Week 12: March 28-April 1 Drugs	Identify unknowns
Week 13: April 4-8	Mock Crime Scene
Week 14: April 11-15	Mock Crime Scene
Week 15: April 18-22	Final Mock Crime Scene

Grading Scale: Based on total points acquired through lab and lecture assignments.

Grade	Points	Note
A	100-92	Note: Concerns about assignment or exam grading must be brought to my attention, in person, immediately after obtaining a copy of your exam from my office. You will have an additional 2 days after the exam (1 day after the assignment) has been graded.
A-	91-90	
B+	89-88	Furthermore, concerns about your overall performance in the course must be brought to my attention before the final exam. Do not contact me after the final exam requesting extra credit or points to receive a grade you want (but did not earn).
B	87-82	
B-	81-80	
C+	79-78	
C	77-72	Attempts to discuss grades or grading issues over email will not be honored. You must speak with me about such matters during office hours or arrange a time for a separate appointment (contacting me about scheduling such an appointment over email is allowable).
C-	71-70	
D+	69-68	
D	67-62	In cases beyond simple arithmetic on the score sheet, the instructor reserves the right to re-grade the whole exam/report. Any issue not explicitly discussed here will be handled at the discretion of the instructor.
D-	61-60	
F	59 and below	

Responsibilities

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p><u>Attendance is counted as being present from the first 10 minutes of class until the end of lecture and lab.</u> It is the student's responsibility to make attendance a priority. Anyone missing after the first 10 minutes of class will be marked absent unless a written excuse is provided within 24 hours of the occurrence. Similarly, anyone leaving early without a written excuse will be counted as absent.</p> <p>First class is on Tuesday, September 1st, 2015. Tuesdays and Thursdays classes are 1 ½ hours long from 12:00 until 1:30 PM. These times will be used for lecture, to discuss homework, review material for</p>

exams, and administer exams, quizzes, and in-class assignments. Please remember that you are participants during these hours. In order to get the most out of each class, you should read the material we will cover prior to coming to class and **bring a calculator and periodic table DAILY** so that you can participate in in-class activities.

It is to your benefit to attend each class meeting. **You are responsible for all material presented in class and all in-class announcements and assignments.** Attendance is mandatory, however, for all examinations since they cannot be made up at a later date without a valid excuse left to the discretion of the instructor of this course.

Validated proof must be received by the instructor immediately to the instructor (no make-ups what so ever for any of the in class assignments). **Any exceptions are left to the discretion of the instructor.** Train delays, broken down cars, oversleeping, forgetting, and other personal business are examples of invalid excuses.

Additionally, you should plan to arrive on time and remain throughout the lecture to avoid disrupting the class. Other classroom disruptions, such as cell phones, pagers, etc. are unacceptable; these devices should be turned off before the start of class.

80% of success is showing up -Woody Allen

There are only 27 class meetings in a given semester, 4 of those class meetings are exams and 1 is the initial introduction day, therefore each class meeting covers ~8% of the course material. You are responsible for your own education. Based on the calculations below, The basic, full-time tuition rate for the academic year, (not including housing, fees, student health etc.) is approximately \$15,000. There are a total of 32 hours of class time in a quarter; this means that at the very minimum for **every hour of class costs you about \$86**. You have already paid for this class and it is up to you to make the most out of this investment.

$$\begin{aligned} & \frac{\$15,000}{1 \text{ year}} \times \frac{1 \text{ year}}{2 \text{ semesters}} \times \frac{1 \text{ semester}}{12 \text{ credits}} \times \frac{3 \text{ credits}}{32 \text{ contact hours}} \\ & = \$58.59 \text{ per hour} \times \frac{1.5 \text{ Hours}}{1 \text{ class meeting}} = \$87.89 \text{ per class meeting} \end{aligned}$$

If for whatever reason you have to miss class, please approach your fellow students for the notes you missed, and take advantage of the class materials that will be posted on Blackboard <http://class.ccsj.edu>

Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. **Therefore, three (3) unexcused absences will result in an administrative withdrawn from the course.**

Participation through regular attendance is required to be successful in this course. Therefore, if a student is absent more than three (3) times (excessive tardiness is counted as absence), the student will be

	<p>subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus.</p> <p><u>In the event of absence during an exam, the student will receive a ZERO (0) on that exam.</u> The lowest exam score is dropped, so that exam score will not be considered when determining the final grade. If a student is absent during more than one exam, the student will receive a ZERO (0) for each exam, but only one grade will be dropped. It is the student’s responsibility to ensure attendance on exam dates.</p> <p><u>In the event of absence during lab, the student will receive a ZERO (0) for that report.</u> As with exams, one lab report is dropped so one absence is permitted without penalty.</p>
<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due. Due dates are specified for each assignment on this syllabus; any changes will be announced in class and posted on BlackBoard.</p> <p>ASSIGNMENTS WILL NOT BE ACCEPTED AFTER THEIR DUE DATES. You may request an extension in writing at least 24 hours in advance of the due date for assignments, but it is up to the instructor’s discretion whether or not to allow an extension.</p> <p>If you are absent the day that an assignment is due, follow these guidelines:</p> <ul style="list-style-type: none"> • HOMEWORKS: turn in via BlackBoard <u>on its scheduled due date</u> • IN-CLASS ACTIVITIES: not turned in; it is the student’s responsibility to do this work independently after an absence. • QUIZZES: cannot be turned in late or made up; student will receive a zero on all missed quizzes. <p>See “attending class” above. All assignments can be submitted via e-mail if a link is not provided through BB. It is the student’s responsibility to request extensions in writing from the instructor.</p>
<p>Using Electronic Devices</p>	<p>In order to minimize distractions in the classroom, please turn off the sound on cell phones and pagers and keep classroom chatter and eating noises to a minimum. No social media chatting/texting will be allowed to be used during lecture or lab times unless otherwise directed by the instructor. No videotaping or recording of lecture without written consent and discretion of the instructor. The instructor reserves the right to ask you to leave the room if you interrupt the class.</p> <p>The science faculty will address electronic device use as follows:</p> <p style="padding-left: 40px;">Occurrence</p> <ul style="list-style-type: none"> • 1st – Student is given a verbal warning. • 2nd - Student is instructed to leave the classroom. The student cannot return to class until they have met with the professor.

	<ul style="list-style-type: none"> • 3rd - Student is instructed to leave the classroom. The student can return to class until they have meet with the V.P. of Academic Affairs. <p><i>Things can and do happen. If someone really needs to reach you while you are in class, please inform the professor at the beginning of class. You can set your device to "vibrate" and answer your phone call in the hallway.</i></p> <p>In order for the lectures to flow smoothly and for the class to get the most of the time spent together, I request that the use of the podium computer be prohibited 10 minutes prior to lecture and 10 minutes post lecture.</p>
<p>Participating in Class</p>	<p>Preparation for Lab: A careful reading of the laboratory manual is required before performing an experiment. You should have a clear understanding of the theory behind the experiment, the reaction(s) that will be studied, and any data analysis or calculations that must be completed. In order to ensure that you are prepared for the laboratory experiment, you will be asked to both prepare your lab notebook and complete a pre-laboratory assignment.</p> <ol style="list-style-type: none"> Pre-lab Questions: In order to gain entrance to the lab, students must present a completed pre-laboratory assignment to the laboratory instructor. The pre-laboratory assignments are part of the laboratory instruction materials. If a student arrives without a completed pre-laboratory assignment, the laboratory instructor has the right to ask the student to leave the lab. In this case, the student will be considered to have an unexcused absence from the lab. Laboratory Notebook Preparation: No laboratory instruction materials will be allowed in the laboratory unless otherwise informed by the instructor. Any specifics about the procedure must be recorded in the laboratory notebook before the laboratory period begins. If a student arrives unprepared for lab, the laboratory instructor has the right to ask the student to leave the lab. In this case, the student will be considered to have an unexcused absence from the lab. Laboratory Notebook and Related Scientific Ethics: You must record all data in an official course laboratory notebook. This is a spiral bound notebook that may be obtained from the bookstore. Make sure that you write your name on your notebook and supply any other pertinent contact information that can be used to return the notebook to you in case it is lost. <p>One goal of this course is to introduce you to the proper manner of keeping a laboratory notebook. The rules of notebook keeping delineated below are all aimed at ensuring that your notebook is a faithful and complete representation of your work in the lab. Ethically, a scientist cannot remove evidence of any work they have done from the lab notebook. Incorrect work can be noted as such, but anyone looking at your notebook should be able to observe any errors you have made. Additionally, a scientist cannot prove they first discovered something if evidence of this</p>

discovery is not present in a lab notebook with the date on which the discovery was made, and the signature of a witness to the discovery. Scientists rely on the information present in laboratory notebooks to avoid repeating mistakes and make efficient progress. For all of these reasons, you will be asked to maintain a high-quality laboratory notebook.

All data recorded in the laboratory notebook must be recorded in **black or dark-blue ink only**. Notes taken in pencil, or in pencil overwritten in pen, will reduce the laboratory notebook score. You will be making a carbon copy of your data. Make sure your carbon copies are clear and legible. Press hard and use the inside flap of the notebook to protect other sheets. **NEATNESS COUNTS!** The instructor will verify your data and calculations. If the instructor cannot read your data sheets because of bad penmanship, organization, or other neatness factors, your report grade may suffer.

If you make a mistake, delete entries by crossing them out neatly with a single line. This practice ensures that anyone who sees your notebook can see any errors you have made, as well as your correct work. You cannot write your work on scrap paper; any scrap paper notes found will be confiscated and not returned. Before leaving the laboratory have the laboratory instructor sign the page(s) with your data and turn in the duplicate(s) of the page(s) you worked on. Original pages should **never** be torn from the notebook. The notebook should retain an intact sequence of numbered pages. Please be aware that your laboratory notebook is subject to inspection to verify and authenticate your experimental observations.

The notebook pages must contain any and all pieces of information needed to obtain the final results for the experiment. Such information includes, but is not limited to:

- The title of the experiment
- The name of your laboratory partner, if applicable
- The date of the experiment
- The procedure for the experiment (**not** a word-for-word copy of the lab manual contents, but your notes that will allow you to complete the experiment)
- A detailed list of procedural changes
- A detailed list of equipment and its condition
- Clearly written data with *proper significant figures* and *units*, in tabular form
- Clearly written calculations with proper significant figures and units

The burden is on you to make sure you have all of the data that is necessary to write a successful laboratory report. Performing

the calculations before leaving lab will help make sure that you have all of the necessary data. Every student in the lab will have their notebook reviewed by the instructor. This is to occur after the completion of every lab meeting. You will be graded on how you prepare and maintain your laboratory notebook, the accuracy of your calculations, and the accuracy of your results.

Laboratory Rules: If you fail to adhere to the safety rules delineated below you will not be allowed to remain in lab. Behavior that is deemed by the instructor to be unsafe to yourself or to others will result in your dismissal from that week's experiment. You will not be allowed to finish the lab at a later time.

- The use of cell phones in the laboratory is strictly forbidden. Your cell phone must be turned off for the duration of the laboratory period.
- If you are pregnant, you must obtain a letter from your obstetrician that states that it is safe for you to conduct experiments during the quarter and you must submit this letter to your lab instructor.
- Safety glasses/goggles must be worn at all times in the lab. Contact lenses are not recommended; wear prescription glasses instead.
- Open-toes shoes, shorts, skirts, short-sleeved shirts, tank-tops, and excessively loose or flowing clothes are forbidden in the lab. You must adhere to the lab attire rules or you will be asked to leave the lab.
- Smoking, eating, drinking, gum chewing, and applying cosmetics in the lab are prohibited.
- Long hair must be tied back.
- Gloves must be worn when handling chemicals. You must remove your gloves before exiting the laboratory. Always wash your hands after each lab.
- Never use your mouth to pipette a liquid; use a pipette bulb.
- Never leave experiments unattended.
- Never return excess chemicals to the stock bottle.
- Dispose of waste in the appropriately-labeled containers ONLY.
- Always return equipment in its original condition and to its original location.
- Clean up after yourself. Clean your part of the laboratory bench at the end of your stay in the lab. Points will be taken off the lab report grade if the balance room or the laboratory is left untidy.

General Laboratory Guidelines:

- Know the locations of the safety shower, eye wash stations, and first aid kit in the lab.
- Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary.
- Assume the chemicals are dangerous unless you are told otherwise.

- Work only with clean equipment and glassware (dry) on a clean bench top.
- Carefully handle and measure appropriate quantities of the reagents needed in the experiment.
- Use the right chemicals – pay attention to the names of the chemicals you plan to use. You could cause a serious accident if you mix the wrong chemicals.
- Save all solutions and solids until you have successfully completed the experiment.
- Manage your time wisely so that you do not rush or take short cuts.
- Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any.
- If you do not know or are unsure about any aspect of your experiment, ask the instructor.

Your preparedness and behavior in lab will be evaluated as part of your lab report grade. If you follow the rules and guidelines stated above, earning these points should be straightforward.

Laboratory Reports/Worksheets: Laboratory reports or worksheets are typically due one week after the completion of an experiment. No late work will be accepted. Students should use the posted rubric as a guide when preparing the laboratory report or worksheet. The rubric must be printed and attached as a cover sheet for the reports or worksheets, which must be submitted to the laboratory instructor upon entry to the laboratory session unless otherwise indicated.

- a. Only hardcopies of reports or worksheets will be graded. In addition, electronic copies of the laboratory reports must be submitted to the corresponding experiment's dropbox on Blackboard (Bb). Hand-written calculations do not need to be submitted electronically. **Failure to upload your lab report to the appropriate digital dropbox on time will automatically result in a 5-point deduction in your lab report grade (12.5% of your grade).** Please note that all laboratory reports submitted electronically will be examined using *Turn-It-In* technology in order to ensure that the work is your own creation.
- b. In instances of excusable absences from lab, the student must make every effort to deliver the previous week's report or worksheet on time. If it is impossible to deliver a hard copy of the report or worksheet on time, an electronic version should be submitted to Bb before the start of the lab. A hard copy must then be delivered as soon as possible to the laboratory instructor (or placed in the instructor's mailbox in the chemistry department office). The hard copy of the report must be received before the start of the next laboratory period. Any substantive

differences between the electronically submitted and hard copies of the laboratory report will not be graded.

Laboratory Resources: The lab instructor has office hours during which they can answer questions regarding pre-lab assignments, calculations from a lab, the writing of lab reports, etc. If you have questions regarding the formatting, organization, etc. of your lab report, you should refer first to the rubric for the lab and the lab report writing guidelines; both of these are available on Bb. If you still have questions, you should contact the lab instructor. With enough notice, they may be able to look over a rough draft of your report. In addition, the Center for Writing has tutors familiar with writing lab reports that can help you revise a rough draft. In all cases, it is important to schedule an appointment several days before your report is due.

Participation will be expected during in-class active learning exercises in order to receive full credit for those assignments. Points for those activities is decided based on observations made by the instructor. Full points are awarded to students whom participate in all group activities and laboratory exercises. Disrespectful or disengaged students may be asked to leave and will be marked absent and given a zero for that day's assignment.

Reading Assignments/Homework:

Each week's assignment(s) is(are) laid out on the last page of this syllabus. In regards to any announcements, a reading assignment for that week, and a list of suggested problems from your textbook will be posted on Blackboard. The suggested problems **will be randomly collected and graded as a part of your participation grade**. These problems are intended to help you understand the course material more deeply and help you prepare for the exams. The Blackboard assignments will count towards your final grade (see Blackboard). You should always feel free to work on additional problems in your textbook.

Students are **required to read the assigned text materials before class** and are expected to attend classes. This enables in depth discussion of the material, homework questions and current topics in chemistry. Students are expected to ask questions as well as be called upon to answer questions in class. Regular class attendance as well as participation in class activities and discussions will be considered for participation grade.

There will also be daily in-class assignments. The assignments will be given on a regular basis. The lowest 2 will be dropped. You may work on these with the help of your classmates and the instructor. These assignments will vary in their content and formatting, and each will cover different material and will be uniquely challenging. Their purpose is to give you individual practice on the skills we are learning and to explore some ideas more thoughtfully and deeply.

If you miss a lecture, you are more than welcome to stop by the instructor's office to obtain a copy of any in class assignments that you have missed. However, they will **not** be graded for points. Any exceptions can be left to discretion of the instructor for the final decision. Also, the instructor will not carry any of the missed in-class assignments; it is the responsibility of the student to obtain any material missed and to catch up on any missed lectures. The instructor will **not** give you a personal lecture on what you missed due to your absence.

Exams:

There will be **three, one-hour**, in-class exams. You will be held responsible for all of the material discussed in class, on Blackboard assignments, all in class assignments, and the assigned readings from your textbook. Lecture, the text, in class problems and homework are all fair game. While an occasional homework problem might appear on an exam, most exam problems require you to apply what you have learned to more challenging problems so that your mastery of the material (rather than simply its memorization) can be best assessed.

If you are late for an exam, you must arrive before the first person leaves the room,

otherwise you will not be allowed to take the exam and you will receive a 0. Cell phones are expressly prohibited during exams, and must be placed on the ledge and silenced during the exam as shown in the figure to the right.



All students are required to take the ***cumulative*** final exam. The final exam schedule is TBA.

Exam Rules:

Items which students may *not* have near them during the exams include:

- Coats, jackets, hats, or other items of outerwear
- Backpacks, pencil cases, purses, or other bags
- Cell phones or pagers
- Graphing calculators
- Covers for non-graphing calculators

Essentially, you may bring with you a non-graphing calculator (but not its cover) and a pen or pencil (or two). If you are not sure whether an item is permitted, please ask the instructor before the exam. There is no talking during exams.

	<p>Items you are not permitted to have during exams should be placed at the designated area prior to the exam. Neither the instructor nor the department is responsible for any loss or theft of personal items.</p> <p>The instructor retains the right to issue an exam grade of zero to any student found to be in violation of one or more exam rules.</p> <p><u>MAKE-UPS:</u> <i>NO MAKE-UPS. This includes the final exam!</i> Make-up exams will not be given except upon the discretion of the instructor which includes: a death in the family and/or athletic competition (not athletic practice). For illnesses, or a death in the family, it will need to be verified and left to discretion of the instructor for the final decision. Athletic competition that interferes with exams will require documentation to be presented to me at the beginning of the course. In all cases, I should be notified as soon as possible, which should be before the exam takes place. Make-up exam will be scheduled within 2 days of date scheduled for all students missing exams for valid reasons. Any issue not explicitly discussed here will be handled at my discretion. If you require special accommodations for taking exams due to any form of disability, please provide me with the appropriate documentation within the first week of the course to address your needs. Graded exams will not be distributed during lecture time. In order to obtain a copy of your exam, please stop during the instructors' office hours. You are free to go over the exams with the instructor in details. Please see the note in the "Grading Scale". Also, final exams will not be returned to the students. You are free to come by and look at your exam, but the exam will not leave the instructors office.</p>
<p>Doing Your Own Work</p>	<p>It will be assumed at all times that work handed in is one's own and one's own alone, unless specific credit is given to the contributions of others. The giving or receiving of assistance during examinations is dishonest. Any violations of the academic integrity (i.e., copying assignments, plagiarism, cheating on exams, etc...) will be treated with the utmost seriousness.</p> <p><u>Cheating on Exams</u> Cheating on exams comes in two forms: (1) Communicating with others in any form, either verbally or nonverbally, as a way of sharing information during an exam; (2) Bringing in some sort of aid, such as notes, to assist you during the taking of an exam. To help facilitate honest test taking, I will require that all cell phones be shut off and put away, all tables cleared, and all hats removed, during all exams.</p> <p><u>Plagiarism</u> Plagiarism is the presentation of the ideas, opinions, or the writings of others as though it were your own. Plagiarism is stealing. It is dishonest, unethical, and illegal. It is also not a very smart approach to school, because it defeats the point of your being here, namely, to improve your own powers of thought and expression.</p>

	<p><u>Consequences of Academic Dishonesty</u></p> <p>I have zero tolerance for cheating or plagiarism in my classroom. If you are caught cheating on an exam, or if you are caught plagiarizing on a written assignment, you will receive a zero on that exam or written assignment without impunity. You will not be given the opportunity to retake an exam, or to drop or rewrite the assignment. I will also turn the matter over to the proper channels for further possible action. I will have no reservations reporting this activity.</p> <p>If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.</p> <p>PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.</p> <p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>This course uses MLA format for all citations.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable

	accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>