

LECTURE CLASSES

Instructor: Katryn Wiese, katryn.wiese@mail.ccsf.edu, <http://fog.ccsf.edu/kwiese>
Office hours: See board/website for office hours. <http://www.ccsf.edu/Earth>
Grading scale: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=<60%.
Grading: Your grade is equally divided between each exam and the total for all your weekly quizzes. For example, if there are 3 exams in the class, each is worth 25%, with the remaining 25% coming from your quizzes. If there are 4 exams, each is worth 20%.

Time required (units) – For each lecture unit, expect to put in 1 hour in lecture and 2 hours in homework for an average grade of a C. For example, a 3-unit lecture class requires 3 hours in class and 6 hours homework weekly for a C average. Each student will need to put in more or less time, depending on his or her background and study techniques. Study session schedule at <http://www.ccsf.edu/Earth>

Class prerequisites – There are no official prerequisites. However, without the following basic skills, you will need extra help and time in this class: comprehensive reading, writing, algebra, basic geometry, and basic chemistry. If you are weak in these areas or have any questions at any time, come to office hours, see the tutor, attend study sessions, make an appointment, or e-mail me. We're here to help!

Weekly HW – #1: Review previous week's chapter questions (you will be quizzed). Ensure expertise by writing out the answers in your own words. Seek help from me or tutors (or attend a study session) for material that still hasn't clicked or just to help review. #2: Read assigned new chapters. Learn vocabulary words (you will be quizzed). Review new chapter questions and start writing out answers to as many as you can before class, so that you can get the most out of the classroom discussion. #3: Two optional, creative projects. (See additional handout for more information).

Homework is checked through weekly quizzes.

Attendance – Your grade does NOT include attendance. I don't take typical attendance. However, your grade WILL drop with each class you miss, simply due to your missing important information. If you are absent for more than three classes (determined by quiz scores) or miss an exam (without immediately making contact to discuss your options), you WILL be dropped. I will not keep students enrolled just for financial aid or student visa status – if you want to stay enrolled, keep attending and contributing.

You must take exams and quizzes on scheduled days. Exceptions are made only for extenuating circumstances and only when alternate arrangements have been made prior to the exam/quiz or as soon as possible after.

Cheating – The highest level of integrity is required for all quizzes and exams. Anyone found cheating will receive a zero on the exam or quiz and face disciplinary action at the college.

Handouts – All class handouts are available through the bookstore or online at: <http://fog.ccsf.edu/kwiese> ... click on Class Handouts & Websites. Please be considerate to those students who have not missed class by not using class time to get caught up. Catch up quickly on your own and/or with tutors (attend study sessions) or you will fall even further behind. I HIGHLY recommend that you **keep all materials in one notebook for easy reference**.

Loaner books – See me if, at any time, you need a temporary loaner book (NOT class text, but similar).

Seeking Help – If you have questions, come to office hours, see the tutor, attend study sessions, make an appointment, or e-mail me. It's your responsibility to seek needed help. We're here if you're ready!

Cancelled classes – If class is cancelled, for any reason, keep up with homework assigned on syllabus.

Cell phones/pagers – Please turn all electronic devices off before coming to class.

Sleeping in class – I assume your bed is more comfortable than the classroom. Please stay at home if you're too tired to stay awake in class; otherwise you drain my energy, and your fellow students suffer.

Leaving class – When arriving late to class or leaving class while it is in session, please be as nondisruptive as possible. There is no need to ask permission or give excuses. You're all adults, so I assume you're making the best choices for yourself. **In S-45, please use the back door only!**

Eating and drinking – **No gum chewing in the room at all.** No food or spillable drink containers on the tables or desks during class. Note: Especially in late-night classes and labs, you will get hungry. Feel free to bring food, but eat it only outside the classroom or by the display cases.

Getting the best grade – Follow this plan to get the highest grade possible:

1. Teach yourself BEFORE we go over the material in class. Read each chapter thoroughly. Learn the key words and compose and write answers to as many of the questions on the chapter handout as you can on your own. (Leave space next to each question, so you can take notes on it during class.)
2. Use class to deepen your understanding. Ask questions, take notes on the correct answers to the questions, and participate in in-class discussions and activities. Note: You will not have time during class to write verbatim what you hear in lecture. If you need such detail, bring a tape recorder.
3. Review material after class. Review and study question handout (and correct answers) at the end of each week. If you are missing any answers or don't feel confident about some of your answers, compare with other students in the class and/or check the answers with me or the tutors.

I HIGHLY recommend that you keep all class materials in one notebook for easy reference.

Chapter Questions Handout – For each chapter, one week before we cover the material in class, you will receive a list of questions, from which all future exam questions on that chapter will come. BEFORE attending class each week, carefully and thoroughly read the assigned chapters and review the chapter questions. The more you read and study the material before class, the more you will get out of class, and the better you will do on exams. All classroom activities assume that you have taught yourself all you can on your own first and that you have a basic understanding of the material. If you do not prepare well enough, you may have difficulty following and participating in classroom discussion. If at the end of the week you still have questions or doubts on any of the topics, seek help ASAP. You will be quizzed on these questions in the weekly quizzes (see below for more information).

Quizzes – At the start of the semester, you get a list of vocabulary words for each chapter that we cover. Prior to each week's class, as you read the new chapter, learn the vocabulary and review the questions we will be covering – try to learn as much as you can on your own. Also every week, review the material we covered the week before (answers to the previous week's chapter question sheet). The first class period each week begins with a preview and review quiz that takes the first 10 minutes of class. **NOTE: If you show up late, no guarantees you can still take the quiz!** $\frac{1}{2}$ of the quiz content covers vocabulary for new material (matching); the other $\frac{1}{2}$ covers chapter questions from the previous week (old material, short-answer). (Note: there will be a few extra-credit questions on the quiz from the new chapter – any starred question from the chapter question sheet – asked in short answer format.) You may start quizzes up to 10 minutes early; you cannot continue quizzes after the allotted time. If you cannot attend class for legitimate reasons, you may make up the quiz ahead of time. (You cannot take quizzes after the fact, only on time or before!). If you are late to class, you miss the quiz. To accommodate emergencies, I drop your two lowest quiz grades. If you have difficulties making quizzes or are not doing well on quizzes, please see me ASAP to discuss.

Quizzes occur weekly on the first day the class meets.

Pass Sheets and Exams – Prior to each exam, you will receive a Pass Sheet – with ~70% of the questions that will be on the exam. As long as you can answer these questions correctly on the exam, you will get the lowest C. All additional exam questions that you answer correctly will help you to raise your grade from a C to a B (80-89) or A (90+). **YOU MUST BRING THIS COMPLETED SHEET WITH YOU TO TAKE THE EXAM - NO SHEET - NO EXAM.** If the sheet is missing any answers – any blanks – you will not be able to take the exam. (The pass sheet is your ticket, but you cannot use it ON the exam.)

Exams are closed notes, closed book. Each exam takes between 45 to 90 minutes to complete and consists of multiple-choice, short answer, and short essay questions that cover topics that have appeared on chapter question handouts. **NO DICTIONARIES OR ELECTRONIC DEVICES ALLOWED DURING EXAMS OR QUIZZES (CALCULATORS OK IF NECESSARY, BUT UNPROGRAMMABLE ONES ONLY).** Please ask me during the exam if you don't understand a question. You will need to bring your own pencil and eraser. Regular exams are NOT comprehensive; however, keep past pass sheets because those questions will appear again on an optional comprehensive final that you can choose to take at the end of the semester (in addition to the normal exam). **Final note: we do NOT go over pass sheets in class – these are for you to complete on your own, with other students, with tutors, or in study sessions.**

Optional Comprehensive Exam – This exam option is available only to those who had one poor or missed exam that would make them fail the class. You may take an optional comprehensive exam during finals week (in addition to the regular exam) to replace the lowest of your exam scores (not including normal final) or your combined quiz scores. All scores count. So don't take it unless you are prepared. To take this exam, you must have first met with the instructor, received permission, and scheduled exam.