**FAQ’s on FINAL EXAM**

1. **When should I hand in my bluebook/greenbook to you?**
	1. On the LAST DAY of instruction, you will provide to me a GREENBOOK (or Bluebook). The last day of instruction is not the day of the final.
2. **Should I write my name on the blue/green book?**
	1. DO NOT WRITE on the cover of the greenbook / bluebook. No name, no class, nothing
3. **How many should you bring on the last day of instruction to class?**
	1. 1-2. You must hand in any essay books you may wish to use PRIOR to the day of the final.
	2. If you use any greenbook/bluebook I have not handed out to you on the day of the final, I will not grade the essay and you will fail the essay portion. No discussions or exceptions.
4. **How will you get a greenbook on the day of the exam if you have given them to me?**
	1. On the day of the exam I will redistribute the green/bluebooks
5. **What if someone did not turn in a blue/greenbook**
	1. The honor system. I ask, I cannot force you to do so. It is a choice.
6. **Do I need anything else?**
	1. Yes, a SCANTRON 882E.
	2. Pencil (or two)
7. **When will you tell us what the essay questions will be about?**
	1. There may be 1 or 2 essay questions. I will tell you what the questions MAY be **or** the general theme of the question sometime during the last week of classes. Until the last week of instruction I WILL NOT HAVE ANY IDEA what the subject matter might be. If you are not in class on the last day of instruction, you may not be given the general themes or questions possible. You are responsible for being IN CLASS on the last day of instruction. If you are not, you may miss specific requirements for the day of the final.
8. **When is the final?**
	1. I mentioned it the first day of instruction.
	2. It is listed on the Syllabus
	3. I request you check the school website to confirm the date of the final.
9. **What happens if I am late to the final?**
	1. You MISS the opportunity to use the time for the exam. If you come an hour late, you lose an hour. Your two hours does not begin when you show up.
	2. I will remain in the class as long as there are students taking the final. When the last student leaves I will begin preparation to leave and will leave shortly thereafter.
10. **What happens if I miss the final because I \_\_\_\_\_\_\_\_\_\_\_**You miss the final, you will receive 0 on your final exam. DO NOT MISS IT. You will fail the class.
11. **What happens if I take the multiple choice portion but do not do the essay?**
	1. You will fail the final, and most likely fail the class.
12. You MAY leave the classroom at any time to use the bathroom, **BUT YOU MAY NOT LEAVE THE CLASSROOM with your phone during a quiz or exam**. If you do, you forfeit the right to finish the quiz/exam. During exams and quizzes, the phone must be away OR on the desk in front of you, upside down – and left untouched for the duration of the exam/quiz. If you start messing around with your phone during a quiz or exam, you may not be allowed to finish the quiz/exam. There are not 2nd chances.

For other specifics, please check the Syllabus, the class website, and or ask the instructor. If there are any changes as to how we will conduct the FINAL, you will be told by week 4.

You are expected to show up at the designated time on the designated day … not 30 minutes later, not an hour later … If you do, you will not have any additional time to finish. Additionally, if the entire class is done in the first 30 minutes, and I wait a reasonable period afterward, and then leave and you show up … you are out of luck. I will not return for you, nor will I make exceptions.

Be in the classroom at least 5 minutes before the final begins. Set your alarm and in fact set two alarms. If you live with another person, ask them to wake you. Ask the neighbors to wake you. Go to bed early the night before. If your final is at 6:30 pm, leave home by 4:00 to ensure traffic, accidents, and car problems will not derail your opportunity to pass the class. The bus may break down. Your car may not start or may break down on the way to class. Prepare NOW.

Print the essay the night before. Make sure your printer works and has ink.

**Prepare NOW.**

**FAQ’s on QUIZZES**

I will pass around a slip of paper with each quiz each time, or at the very least, I will send it around for the first few quizzes. On that slip of paper, it will explain what I would like to see on the scantron and how it should be filled out.

I will usually return scantrons the next class period unless something occurs which makes that impossible. If you would like to see the questions, please come to my office hours. I will not provide the hard copy of the quiz for each student to inspect during or after class – only during office hours.

Quizzes are taken from the text, lecture, and powerpoints. **ALL** questions are in the text. Most if not all questions will be found in the powerpoint and lecture. A majority of questions will be in the reviews I provide online on the class website. **I do not plan on answering your questions from the review sheets**. That is your responsibility. Most if not all will be found within the powerpoints and lecture notes. The remainder will be in the text (actually ALL will be in the most current edition of the text). Pay attention as we go through the chapter and you will have the answers.

How to prepare for and take a quiz in my history class

1. **What do I need to take a chapter quiz in your class?**
	1. A scantron 882 E and a pencil. In fact, BUY 6 of them for this class NOW, rather than not having one when we have a quiz.
2. **What do I do with the scantron on the day of the quiz?**
	1. Write your name ON THE FRONT and place ONLY your LAST name on the back.
	2. Write your class (under SUBJECT) and section number (under PERIOD) on the front of the scantron. Write the TEST NUMBER on the sacantron.
	3. If there are two or more people with the same LAST name, I will want to have those students write their first and last names on the scantrons. EVERYONE ELSE only write your LAST name.
3. **USE PENCIL ONLY**
	1. Do not use pen. If I have to grade your scantron by hand, I will deduct 1 point.
4. **When you are finished with the quiz, what do I do?**
	1. Place your scantron where I have instructed the class to place it when finished.
	2. Turn in the hard copy of the quiz next to the scantron. If you write on the hard copy of the quiz, please circle the number at the top right corner. Failure to do so, if you have written on the quiz, will result in you losing 1 point the first time, 2 points the second time, and 4 points the third time, 10 points the fourth time.
5. **When will we get the scantron back?**
	1. By the next class period
	2. However, should there be unusual circumstances, you may have to wait two class periods.

You are responsible for keeping all your scantrons. **NO PHONES MAY BE OUT OR USED**. If I see you using the phone in the room or out of the room during a quiz you may lose the opportunity to finish your quiz.

**CLASS GRADES: I will not negotiate why you received a grade. ONLY if I added incorrectly or failed to record a grade will your class grade ever change. If you feel you deserve an A or B, and received a B or C … speak to yourself about why you received the grade you did. I will not change any grade UNLESS I recorded it incorrectly.**

**If you wish, I will re-read an essay BUT upon closer inspection, I may find your grade should be lower due to mistakes or errors I never saw the first time. The fact you first had a B does not mean you will start at a B and possibly work up.**

**FAQ’s on ASSIGNMENTS**

1. All assignments must be word processed / typed.
2. Page length will be determined based upon the assignment. Check the webpage.
3. You MUST check your work for spelling and grammar mistakes. Deductions apply.
4. **1 inch margins, 12 point font, Times New Roman font, line spacing 1.5.**
5. Your work/paper/sentences must be left aligned. Do not center justify your sentences!
6. You DO NOT NEED a title page.
7. Your last name, the history class, and section number must be at the top of each page in the upper right corner.
8. There may be up to 3 assignments in the class.
9. All assignments will be discussed in class, will be posted on the class webpage.
10. I will inform you of an assignment I will hand out, then I will discuss it in class the following class period, followed by the assignment posted on the website with the date due. Even if you miss the class when I inform everyone of an impending assignment, you will be present for my discussion of the assignment, and even if you miss that class, it will be posted on the website. Therefore, there are no excuses for failing to do an assignment.
11. *All assignments are due upon request. An assignment is late* ***if****, when requested it is not handed in – and I will not accept it after the class period ends. All assignments turned in on time, will be returned within 3 class periods.*
	1. No – you MAY NOT EMAIL it to me. I will NOT grade it.
	2. If you did not hand it in when requested, you may not hand it in later. I am sorry. Try harder next time.

**GENERAL FAQ’s: CLASS**

1. Your grade is entirely determined by you. I will not negotiate a grade.
2. If you have an opinion and wish to express it, by all means do so. In class or in private. If you do not wish to express it out loud in-class, I provide 3x5 cards 3-4 times during the semester for you to express yourself free of discrimination or recrimination. The cards are anonymous. I address them the following class period.
3. If I make a statement, I will support it with evidence. If I cannot, I will admit it was an opinion and ask that it be considered as such. If requested, I will support my statements, but I request the same of you. Opinions are not facts and should not be imbued with any special consideration as such.
4. Education is about learning, and sometimes learning topples totems we hold sacred.
5. Sometimes the truth is uncomfortable. I cannot help it that you may feel unhappy about some comment I have made about any given subject. It is never personal.
6. **FINAL GRADES:** When will they be posted?

*Grades will be finished and posted within 72 hours after the last exam is given. I cannot grade your exam individually and give you a grade sooner. I understand the university you have applied to needs your grade, or you will not be allowed to attend, and your life will collapse, and you will be homeless and hungry, but I cannot do individual grades – the whole class must be done at one time.*

*When I do submit the grades you will find your grade on the same page where you add and drop classes. Usually it is within some period of time after you take the final. You may begin checking your page a day or two after the 72 hours and see if it has been posted. Some professors finish earlier, some later.*

1. Don’t be late habitually. Four or more times and you may be dropped.
2. Take notes, download the powerpoints for the chapters, do the reviews when there is one, read the text, attend class, and ask questions.
	1. Go and see a tutor in the tutoring center.
	2. Come and see me during office hours.
	3. Speak to other students who are doing well and ask them their success stories.
3. **COMMUNICATION**: All semester you may email or speak to me. You may stop by my office during the hours shown on the syllabus or make an appointment. You may check your grade at any time, and within 72 hours I will get back to you. If you ask, I will respond.
	1. In the last 4 class periods of the semester/session, it is a bit too late to worry about your grade. There is NOTHING that can be done to help you if you have a D. Likewise, is wanting to know because you want to know how much/hard to study? My question to you would be – why didn’t you ‘study’ all semester? And had you, you would not be asking me that question.
		1. I have had students who go all semester, fail every quiz, don’t hand in 1 or 2 of their assignments, then in the last two weeks they start emailing me regularly about help.
			1. There is no help at that point. You are responsible. All semester I have provided chapter outlines/notes, chapter reviews, and I have lectured covering the material in the PowerPoints and elaborated on some of the points. The time to care was after the first class, not after the 2nd to last class.
	2. I answer **emails** (chartrfj@piercecollege.edu) during regular business hours. If you email me (please ensure you have the correct email address) during a holiday or on the weekend, I cannot ensure a response until the first school business day, and then it will happen as soon as I have free time. I get to school at 7 am but am busy preparing for the first class at 8, followed by the class at 8 and another at 9:30, which means the earliest possible I could, if available, respond to you would be after 11 (unless I have a class).
		1. Business hours: Monday through Thursday from 9 am until 5 pm. Friday is not a regular class day so it is counted as the weekend. Emails sent after 6 pm will be responded to the following day.
	3. **Phone Calls:** I do not return phone calls. The reason is quite simple and saves everyone time.
		1. Why are you calling me? If it is to tell me you can’t come to class, I would ask why you are informing me. You do not have to tell me anything and better – I don’t want to know. That doesn’t change your responsibility to know what went on in class, but I will not call to tell you such things.
		2. Likewise, if you tell me an emergency has come up – send me an email, not a call. An email I *can* respond to. A call I *cannot*. See the policy on attendance when missing!