

1. **Attendance:** Daily attendance is taken and students are responsible for all announcements, information, and handouts presented during class, including when you are absent. If you're sick, it's ok to stay home, because germs suck; just let me know you will not be in class (yes, days missed due to illness do count as an absence). You will be allowed some absences (unexcused or excused) per semester without penalty, but after too many absences your final grade for the course will be reduced (see table below).

Class Meets/Week	Number of Absences During Semester										
	1	2	3	4	5	6	7	8	9	10	11
3 Times	NP	NP	NP	NP	-1	-1	-2	-2	-3	-3	F
2 Times	NP	NP	NP	-1	-1	-2	-2	-3	-3	F	F
1 Time (Labs)	NP	-1	-3	F	F	F	F	F	F	F	F

Note: The values refer to the number of increments your grade would be reduced for that many absences (e.g., -1 is one grade increment, for example, B+ to B). NP = no penalty. F = failure of the course.

2. **Cell Phone and Electronic Device Policy:** Electronic devices including cell phones, tablets, mp3 players, etc., are to remain OFF and kept in your bag, purse, etc. If you are texting during class, I will ask you to leave, mark you absent for that day, and you will receive half off on your next quiz. There is no exception to this policy! If you are expecting a call or text, please plan accordingly and do this before or after class.
3. **Laptop Policy.** The research is clear – using laptops to take notes in class leads to worse exam performance, retention of information, and comprehension of material compared to taking notes by hand. As such, laptops and tablets will not be allowed for use in class, unless specifically instructed.

I do not allow the use of laptops or other electronic note-taking devices in class for two main reasons: First, it can be distracting to other students and to me listening to the 'click-clack' of keys. Second, research has found that students take less elaborate notes, learn less, and retain less information over time when taking notes on laptops compared to taking notes by hand. Simply, because we can type faster than we can handwrite: using a laptop allows students to copy everything a professor says verbatim, but without taking time to think about the content of what the professor is saying. In contrast, taking notes by hand forces a student to think about the material as it is presented and jot down notes that capture the 'gist' and ideas of what the professor said. This 'elaborative encoding' leads more content-focused notes and to longer and more detailed retention of information. Science!

4. **Missed Exams:** Students needing to miss an exam will have to take a makeup within one week. I will not offer a makeup unless you provide a valid excuse, with documentation, before the scheduled exam. Missing a makeup for any reason will result in a zero for that exam. If you fail to show up for an exam, the grade for that exam will be a zero. Without exception. *Students on sports teams or in clubs who may be traveling must let me know of any conflicts as soon as possible.*
5. **Late Assignments:** All assignments, including homework, must be submitted to me in class (unless indicated otherwise) on the due date to receive consideration for full credit. 'Late' means anything submitted after the class meeting in which the assignment is due. All assignments will be checked and assessed, whether they are turned in on time or are turned in late.

For PSYC 210, daily homework assignments (those on the 2-point scale) that are submitted late will receive a zero (0), but will be checked for correctness, if submitted. For all other courses, assignments submitted after the deadline will be graded as follows:

1 day late: deduct 15% (includes submissions after class) 2 days late: deduct 30%
 3 days late: deduct 45% >3 days late: don't bother (deduct 100%)

6. **Grade Challenges:** I strive for fairness in grading and accuracy when entering grades, but I occasionally make errors. If you think there is an error in your grade or you believe you should not have received the grade you did, you must see me in my office within **two weeks** of when the graded assignment or test was returned. Adjustments to grades are solely my discretion.

Please note, it is your responsibility to clearly articulate answers to questions on exams *as they are taken*. If I cannot understand what you are saying in your response to an exam question, it is unlikely you will receive any credit for the answer. Explaining to me what you meant after the fact is no way to earn additional credit; you need to be clear and articulate in your answers to exam questions on the exam itself.

7. **Getting Help with the Course:** I have no issue with students requesting tutors through CTLE or seeking help from others, but keep in mind it is unlikely that CTLE tutors had me as a professor; hence, they will be unfamiliar with my pedagogy and the course concepts. Also, you may get conflicting information from me and a tutor. If this happens, see me immediately. If you need help in the course, it is best to seek help in the following order:

- a. See me in my office as you'll get my full attention
- b. Email me with your question (responses may be delayed if I am unavailable)
- c. Don't be a wuss, repeat steps a and b
- d. Seriously, don't be a wuss! Repeat steps a through c
- e. Contact my TA (if I have one for the class)
- f. If not e then a
- g. Request a tutor through CTLE
- h. Attend a CTLE drop-in tutoring session
- i. Talk with a random student who had me for the same course
- j. Talk with a random student who had the same course
- k. Talk with a random student who looks smart
- l. Seriously, go back to a, it just gets more sarcastic
- m. Talk to the wall (make sure you're in a public location)
- n. Talk with your mom, ask her if you're smart
- o. How did you get here? Just go to p...
- p. You shall not pass!!

8. **Office Hours and Email.** It is easier to address questions in person so if you have questions about anything, you should see me in my office. I will respond to email during the day when I can, but I generally do not respond to email once I leave the University (5:00-6:00^{PM} daily). This is an incentive to see me in my office, because while you may not receive an immediate response to emails, you will *always* receive an immediate response in my office.

A note on email: I have no problem reading and responding to student questions in emails; however, I ask that you use email sparingly and send emails only when you have questions about a requirement, due date for an assignment, clarification of a homework assignment, to set up a meeting, or other 'nuts and bolts' issues. If you have a question about how to do something, the course content, what something means, or need help understanding something, you must see me in my office. It is much easier to discuss content and comprehension issues in person rather than via email. Indeed, for certain issues it may be impossible to provide an adequate response through email. Thus, if I ask you to see me in my office, please do not think I am blowing you off: I want to help, but it's not something I can address in email form.

9. **Electronic Communication:** Nothing is on Desire2Learn. All materials can be found on the course website. Feel free to use my university email (bryan.burnham@scranton.edu) or Gmail (attention.perform@gmail.com) to contact me electronically; both emails go to my Gmail account.
10. **Audio/Video Recording:** You may not make recordings of lectures unless I give you permission. You may never disseminate any recordings of my lectures, even if I give you permission to make a recording as the intellectual property is copyrighted.
11. **Study Guide Policy:** Start studying now. I do not use study guides, though I will let you know what topics are on the exams. To be honest, I have never found study guides to be of much use, so I do not create them for the semester exams.
12. **Study/Review Sessions:** I do not schedule or hold study/review sessions outside of class time, but I encourage students to organize study groups for outside of class. I strongly believe class time is for work, lecture, and discussion of topics; and given the little time we have in class, there is no time for review before exams. I do not schedule or hold out of class review sessions for three reasons: One, I am an extremely busy person on and off campus and simply do not have the time. Second, to be blunt, studying for exams is *your* responsibility. Lastly, in the past, when did I schedule review sessions virtually no students attended and those who did failed to ask questions or contribute (even through they were informed to prepare questions). So, I do not find them an effective use of time.
13. **Dropped Exams/Quizzes/Assignments:** For certain classes, part of your course grade may be based on the 'best 10 of 12 quiz (or other) scores'; hence, I drop your two lowest quiz/other grades. For those quizzes/assignments you miss (for **ANY** reason), that grade will be recorded as a 0. If that grade is one of your lowest grades, it will be dropped. Thus, missed quizzes/assignments/etc. may count as dropped quiz grades. I do not and cannot give additional 'drops' if you miss a quiz/assignment/etc.
14. **Extra Credit Policy:** I don't give extra credit. Requests will be – and have been – ignored.
15. **How to Improve your Grade Policy:** Study, work hard, ask questions, get involved, be proactive.
16. **Dr. B., will you Increase my Final Grade because blah, blah, blah...Policy:** No. Unless there is an error, final grades are what they are.
17. **Are Walking Seniors, Zombies, Otters, Care Bears, or Others, Exempt from the Final Exam?** No. Honestly, this is one of the stupidest things I have ever heard.

18. ***Dr. B., will you Round up the Grades even Though it says you won't on the Syllabus?*** No. See #15. My grading system is actually designed to benefit you: if you do well on one exam but poorly on another, the good exam grade should offset the poor exam grade. Thus, the combination of the two grades should accurately reflect your true performance in the course and there is no need to round.
19. ***Can I Make-up a Quiz/Assignment/Etc. Even Though the Syllabus says there are No Makeups?*** No.
20. ***Can I take the Final Exam Early?*** I cannot give final exams at alternate times except in rare cases of testing conflict. Alternate times are my discretion.
21. ***Dr. Burnham, Why are you so Sarcastic?*** Why aren't you? 😊