

Frequently Asked Questions

- How should I start this course?

This course will be delivered via WebCT Gold. So, the first thing you must do is log onto WebCT Gold at (<https://webct0.its.iastate.edu/>). Click on the link for our class and review the course homepage and all information found there. Take special care to review the syllabus, it is your contract with the University. Look at the calendar frequently, and make a note of all deadlines. Once you have done all this, you are ready to click the Course Content Link.

- How can I prepare for the pre-Lecture quizzes?

Read the chapter(s) that the quiz covers. Review the figures and try to comprehend what each figure is showing you. Then, take the quiz from any computer with an Internet connection. Remember that the combined quizzes are worth one exam of “easy points,” so take advantage of them and prepare well.

- How can I prepare for the exams?

View the lecture materials and watch the PowerPoint presentations as you listen to the lectures. Take notes to remind you of key ideas. Then, review the chapter again, study your notes and, when you feel ready, take the exam.

- How do I take the exams?

If you are an on-campus student, you can take the exam at the Online Testing Center in 60 Carver Hall. If you are a Distance Learning student, you must find a proctor for your exams (but not for quizzes or assignments). This proctor must meet the requirements and complete the proctor form for this course. S/he will then be given a password for you. When you are ready to take an exam, you can log onto an off-campus computer and your proctor will enter your password. Remember that you must complete each exam alone, without any additional resources.

- What are PPP points?

“PPP” stands for *performance, participation and professionalism*. If you complete every assignment on time, take part in every discussion in an active manner and always present yourself in your postings on the discussion forums and emails in a professional manner, then you will receive all of these points. Missed assignments, a lack of participation or unprofessional conduct will result in a loss of these points. In short: do your work, engage in active discussion in the forums and always maintain a civil tone when speaking with people in class.

- How do I complete the weekly discussion assignments?

Each week, I will pose a question for you to respond to with a short essay. These essays should be well-constructed and may require additional research, so cite references when appropriate. Beyond your personal essay, you should feel free to respond to other student’s essays and comments, again always maintaining a professional tone. You will receive up to 100 points of extra credit for your weekly participation. .

- How should I use the Discussion area?

Aside from the posting and discussion of the weekly assignments, you can use the Discussion area to pose general questions for the instructor or your classmates. However, please save personal questions or non-class discussions for email.

- I came across a post in the Discussion section that I feel is inappropriate, what should I do?

Do not respond. Email Dr. Contento and he will deal with it immediately.

- Can I just do all of the tests and coursework all at once?

No. Each Unit will be revealed to the students piecemeal, in a sequential manner. Also, there are specific deadlines for quizzes, exams and assignments throughout the semester that must be met.

- Can I use an older edition of the text?

Yes. There may be some differences in the figures, but the information in the text should be the same. However, a textbook is absolutely required for this course.

- How many times can I take a pre-lecture quiz?

Twice, but only the second grade will count.

- How many times can I take an exam?

Twice, but the two scores will be averaged.

- Is there any extra credit?

The weekly discussion assignments are one source of extra credit. There will also be a number of other extra credit opportunities that will be posted on the discussion forum.

- I can't see my quiz/exam results. How do I fix this?

Test results are kept hidden until after the test deadline has passed. Your grade will be available about 24 hours after you take the test, or sooner.

- One of the links on WebCT Vista is broken. What should I do?

Email Dr. Contento, ASAP.