

## Exam Guide

### 1. HOW THE EXAMS WILL WORK:

- a. You will be given the essay questions in the class period before you will be given the opportunity to write on two of them in class. The list of questions you will be given will have between four and six questions on it. Each question may have multiple parts. We will determine which questions I will ask you to turn in by picking them at random on the day of the exam. For the essays you may use the text, notes which have not been photocopied, and even completed essay questions. The answers to these essay questions should be a **minimum of 400 words** in length. The most important part of each answer will be your **explanation** of your answer. You will have two hours that day to hand these two questions in. Each essay will be worth 50 points.
- b. In addition to the essays, you will need to complete 30 multiple choice questions, for which you will need a scantron and number 2 pencil. You may use any notes you have taken on the multiple choice questions, but not the class essays. After you complete the multiple choice questions you may use your the course essays to complete the essay questions. The multiple choice portion of the exam will be worth 30 points.

### 2. HOW TO ANSWER THE ESSAY QUESTIONS:

- a. Answer the essay exam question in complete, grammatically correct sentences as thoroughly and accurately as possible.
- b. In order to maximize your score, answers should reflect a thoughtful reading of the texts.
- c. Be prepared for some questions to ask you to describe the ideas of an author we read, some questions to ask you for your own thoughts on what has been said, along with your reasons for your thoughts, and some questions to ask you to apply what an author has said to a concrete situation.
- d. Your answers should not rely on religious beliefs for their persuasiveness.
- e. Make sure you leave yourself time to carefully proofread your answers. While I do not deduct for things such as spelling mistakes, a paper replete with such errors will leave me with a bad impression, which is something that you want to avoid.
- f. Label and answer each essay question individually, and place them in order.

### 3. HOW TO AVOID PLAIGIARISM, WHICH IS COMPLETELY UNACCEPTABLE:

- a. **Whenever** you are using an idea that is not your own you must acknowledge the originator of the idea, otherwise you are guilty of plagiarism.

- b. When quoting or paraphrasing a text, give the page number in parentheses at the end of the sentence and **if you are quoting, explain any quotes you use**. For example:

Smith writes in *Fun with Philosophy* that “Reality is transcendental” (342). What he is saying here is that reality is not something to be grasped by our senses, because it transcends the physical world...

Note that the period follows the page number in parentheses, unless your quote is three lines or longer, in which case you should indent and single space the quotation, and then the page number would follow the last punctuation mark.

**4. EXTRA CREDIT OPPORTUNITY:**

If you do all of the essays for a given exam before the exam begins I will give you 10 points extra on that exam.

**5. IN CASE YOU MISS CLASS ON THE DAY OF THE EXAM:**

If you miss class on the day of an exam due to illness or an emergency remember that you must contact me that day to inform me why you’ve missed the exam and when you return to class you must bring me written documentation to support your claim. In this case you will not be eligible for the extra credit described in 4 above. If you know in advance that you will be unable to attend on the day of an exam you **must** let me know in advance so that we can make arrangements for you to take the exam.

**6. A GOOD IDEA:**

Use reused or recycled paper for your essays.