

## **Dates, Flexible Schedules: Go-At-Your-Own-Pace “Asynchronous”.**

1. **FLEXIBILITY.** You can schedule your own test dates (so long as you finish by end of semester.)
2. For the “Official” semester start date, see the class syllabus.
  - You can start earlier, much earlier, if you want
3. **Semester Completion date: Check the class syllabus!**
  - a. You can finish early, and you can start early (or late), but you **MUST FINISH BY END DATE**
  - b. MSUM academic calendar: <https://www.mnstate.edu/academiccalendars.aspx>
4. **YOU CAN START EARLY, AND/OR FINISH EARLY.** (But must finish by end-date deadline.)
  - I will try to have all course materials ready/online at least a month (usually many months) early
  - Since lectures and learning materials are online, you don’t need to wait for the official university semester start dates to actually start. You could start sooner.
5. **“GO AT YOUR OWN PACE”/ASYNCHRONOUS.** Self-schedule your tests.
  - As long as you complete all of the tests by the end of the semester, test dates are otherwise unfixed/undefined. Some suggested planning schedules are shown on the following pages.
  - Online Homework assignments likewise have no fixed due dates, other than end-of-semester
  - For distance students testing with proctor, you can pretty much set up testing times with your proctor for whatever time fits your mutual schedules.
  - For those testing on-campus, I will offer several regularly scheduled testing times each week (see syllabus), but am also able to accommodate a lot of by-arrangement special times that would fit your schedule.
  - You can adjust on the fly, to some degree. For example, suppose you were planning to take Test 1 on Monday, but you realized that if you could study more and take it on Wednesday, you could do much better. That would be OK. (Of course, it’s all too easy to keep “moving tests back” only to run out of time, so be disciplined...)
6. For each individual test, plan to finish the regular lectures a week (or most of a week) prior to when you actually intend to test, so you have time to practice. Practice makes perfect!
  - Organic has LOTS of information. Tests will require that you know how to USE the info.
  - So, doing a lot of practice problems, practice sets, and practice tests is crucial for test preparation.
7. **“IT’S EASY TO PROCRASTINATE AND FALL BEHIND. TRY TO SET UP AN AGGRESSIVE SCHEDULE FOR YOURSELF SO THAT YOU GET DONE EARLY.** THAT WAY IF YOU DO HAVE SOME SETBACKS, YOU’LL HAVE SOME CUSHION TIME.
  - If you schedule to take the full 16 weeks (fall/spring) or 11 weeks (summer), that will leave you no cushion in case job or other classes or personal issues create a scheduling crisis and leave you unable to prepare adequately.
  - If you schedule to finish early, that provides some “extra” weeks in case you need them. Or, if you finish Organic early, then it won’t be competing for limited time late in the semester when you’re perhaps cramming to finish papers, projects and final exams in other classes.
8. **PROCTORED TESTS WILL NOT BE RETURNED.** Given the flexible test-scheduling, I will not be able to send you copies of your graded tests. Sorry. ☹