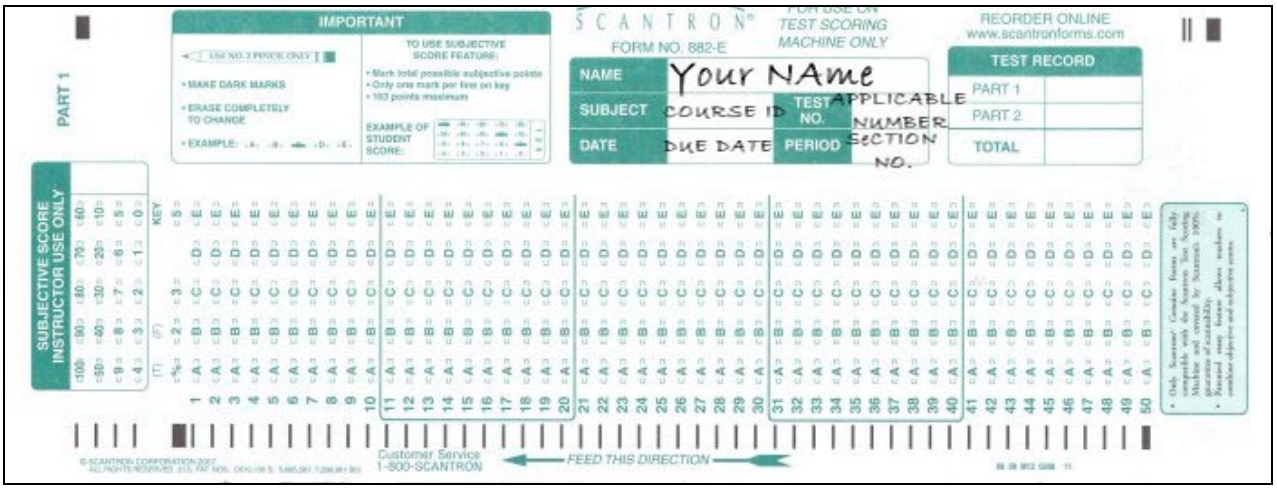
Addendum to Dr. Butler's Course Syllabus

All Scantron forms MUST be completed using a #2 pencil. You may use ink to fill in the name and course boxes, etc., but if you do the same with your answers, the grading machine will mark each answer as incorrect. If you mark you answers with ink, you will receive whatever grade the machine assigns, even if it is a ZERO!

Please be sure that each Scantron you turn in is clean and straight. Folded, bent, or soiled scantrons can foul the machine and I do not want to have to disassemble the machine to retrieve a jammed Scantron form, nor do I want to hand-grade any scantrons!



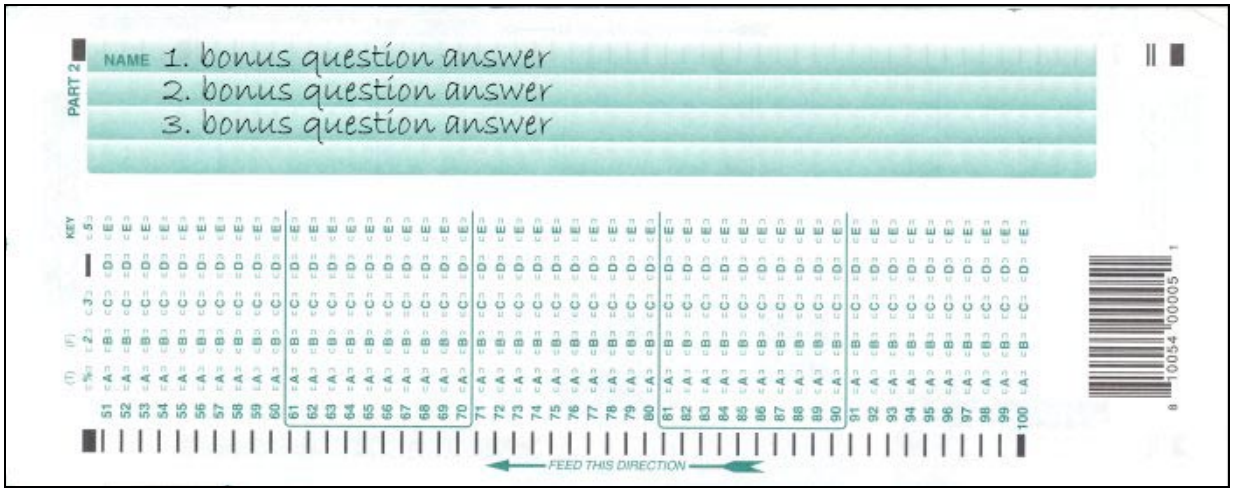
It is also important that students complete Scantron forms completely and correctly. Failure to do so may result in a penalty of as many as 5 points (1 point for each blank or incorrectly completed box).

How to complete the boxes on the front of the Scantron form:

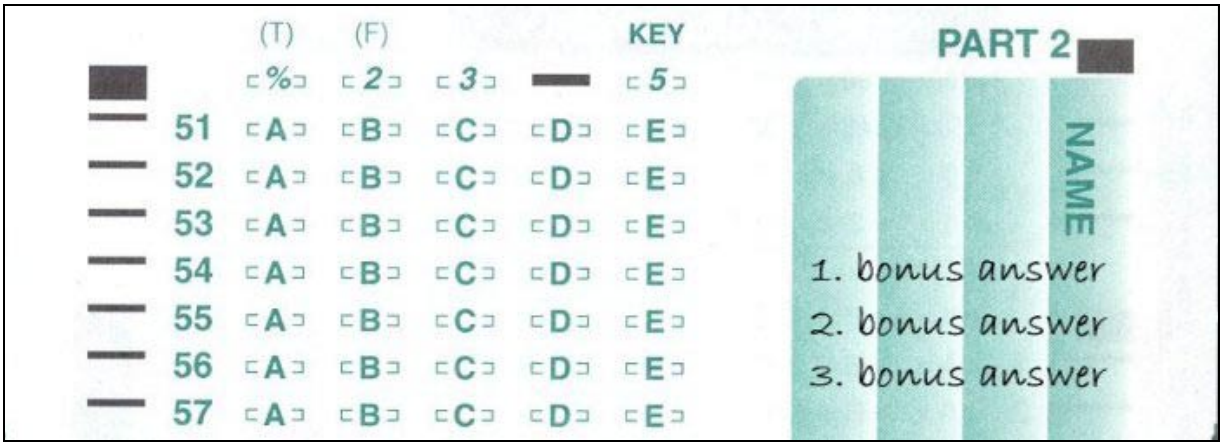
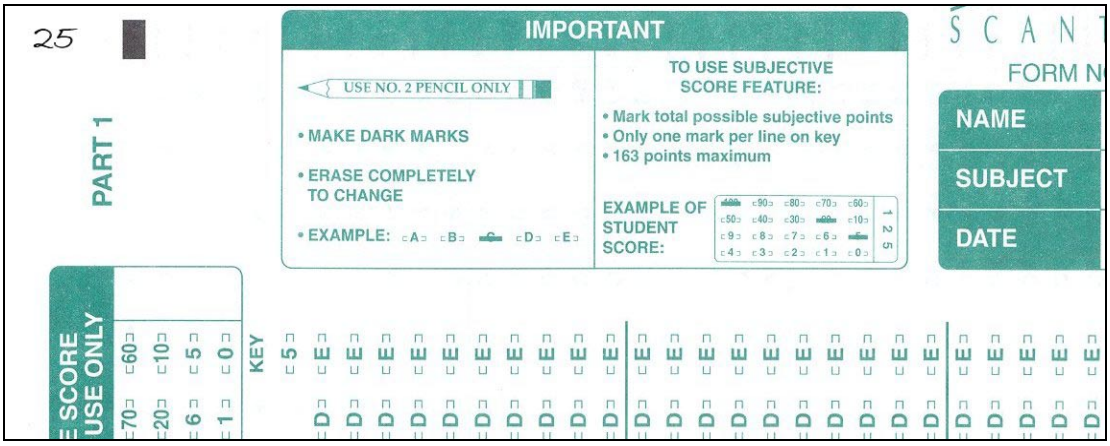
- **Name:** Your first name followed by your last or family name. Please *DO NOT* put your last or family name first.
- **Course:** Print HIST1301 or HIST1302, whichever is applicable.
- **Date:** The assignment due date or date an exam is taken. You may write or print this any way you wish but be sure the month, day and year are all there. Examples: 6/18/09, or June 18, 2009, or 18 June '09.
- **Test No.:** For an exam, simply put a number, i.e., 1, or 2, or 3, or 4, whichever is applicable. For an Additional Reading Exercise, put ARE1, or ARE2, or ARE3, or ARE4, whichever is applicable. For a Map Exercise, put MAPEX1, or MAPEX2, or MAPEX3, or MAPEX4, whichever is applicable.
- **Period:** Put your section number, *not* the hour. Richland students will have a 4-digit number, like 8501, or 8002, for example. Collin College students will have a section number that consists of a number followed by a letter followed by a number, such as 1S3, or 2S8, for example. IF YOU DON'T KNOW YOUR SECTION NUMBER, YOU CAN FIND IT ON YOUR ENROLLMENT OR COURSE REGISTRATION FORM.
- When you are taking an exam, please follow the below example when answering bonus questions on the reverse side of your scantron, in the green shaded area at top. You may use any 3 of the 4 lines available *but do use the lines*. **Please *do not* write your answers vertically across the lines.**

Failure to answer bonus questions in the correct manner shown below may result in a penalty of as many as 3 points, *even if the answers are correct!*

This is the CORRECT way to answer bonus questions:



This is the WRONG way to answer bonus questions:



When taking an exam, students are also requested to print the number of their exam paper in the upper left-hand corner of the exam. (See EXAMPLE below.) Failure to do so will result in the loss of 1 point. Marking on an exam paper will result in the loss of 5 points.