

Course Policies

Attendance / Tardiness

Repeated absences will not be tolerated; no more than *two* absences (situation pending, see below) will be excused. For each additional absence, one whole letter grade (10%) will be deducted from the final grade. Each student is responsible for signing the attendance sheet during each class session. An arrival to class *after fifteen minutes* from the beginning of class is counted as an absence. It is the student's responsibility to discover what was missed in class and any assignments. I can best be contacted in case of contingencies via email. Only work missed during an excused absence may be made up; quizzes cannot be made up for any reason.

The only absences that will be excused are hospital stays, doctor visits, family emergencies, and natural disasters. All of these excuses, excluding natural disasters, must be accompanied by appropriate documentation or they will not be accepted. Only written excuses will be considered by the instructor when attempting to excuse an absence. Students are encouraged to write the instructor, including appropriate documentation, immediately upon returning to request an excused absence. Excuses will be refused if they arrive more than a week after the absence. If the absence remains unexcused, work cannot be made up.

This attendance / tardiness policy is non-negotiable and will be strictly enforced.

Class Time

Since discussion and active participation are integral to the learning process, I encourage all type of dialogue and discourse. Therefore, time in class will be spent on discussion of readings, student writing, and exercises with the occasional short lecture. As much as possible, this course will utilize an inductive, Socratic, dialogue approach, interactive, collaborative methods, as well as the traditional lecture format. Quizzes, practice essays, and lectures are designed to benefit the entire group while personal problems and concerns should be handled during the instructor's office hours.

Conferences

No class time will be spent for formal conferences; however, all students are encouraged to confer with me at least once during the semester to discuss progress. Appointments for conferences may be made at any point throughout the semester, or you may visit me at any time during my office hours. My regular office hours will be posted on my door.

Deadlines

Late work is not acceptable and will receive a zero. Allowing for a single contingency, one late assignment will be accepted with a ten (10) point penalty; this assignment cannot be more than a week late or it will not be accepted. It is the student's responsibility to determine what specific work was missed as a result of an unexcused absence. Makeup work for unexcused absences will not be accepted. Quizzes cannot be made up for any reason. Plan ahead and turn in your work on time.

Course Books and Materials

Course books are integral parts of the class and should be brought daily. When readings are assigned to be discussed in class, please bring a copy of the reading with your reading notes ready to participate in the discussion. Since this is a literature class, having your book at all times is inte-

gral. The Course Booklet contains valuable resource and reference material that you may refer to as you study the literature. The Course Booklet should be read thoroughly and brought to class daily.

Grades

Final grades will be based upon a traditional ten-point scale, see Table 1. For an explanation of letter grade distinctions, see Grade Descriptions. See individual classes for grade breakdowns. Students are not in competition with each other; each student will receive the grade s/he earns.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Table 1: Grades

Incompletes

This course will strictly abide by University and departmental policy regarding *Incompletes*. An incomplete can only be given if a *small* portion of the course work is missing and the student is doing otherwise satisfactory work. "I" grades are not assigned automatically, but only upon consultation with me. The student has one semester to remove an "I" grade; otherwise it is changed to an "F."

Library Research Days

At least two days during the semester are designated as library research days (see Syllabus). These days, as evident by the name, are assigned for library research and reading on assigned topics relevant to the study of the course work. A report on what was accomplished during each library research day must be filed in the portfolio under "Journal Entries." The specific time when class would normally be held *must* be spent in the library doing research or reading.

Miscellany

Tape recording of classes is not permitted.

Plagiarism

The *Oxford English Dictionary* defines plagiarism as "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another," or "a purloined idea, design, passage, or work."

Plagiarism will result in automatic failure of this class and will be pursued to incite the utmost penalty for such dishonesty. Academic falsehood, in any form, will constitute class failure.