

Syllabus information

The following terms and conditions apply to all classes, mutatis mutandis and overrule instructions on the special class syllabus:

1. Extra-credit for attendance

a. extra-credit for attendance is granted only for having fewer absences than the required number set for the extra-credit. This includes ALL absences, excused, unexcused, anticipated, unanticipated.

i. It does not matter what caused the absence unless you were required to miss class because of an official university related function. This includes common causes such as: the death of an immediate loved one, hospitalizations, sudden illness, accidents, dismemberment, mental illness, and so on.

2. You are required to attend a given amount of classes. If you miss more than 10% of the attendance days (typically, 4-6 for MWF classes, 3-4 for TT classes), your final grade will be reduced by 1 letter for each absence over the limit (or 10% whichever is greater). If the class meets an official number of times, say, 44, but the instructor has class for only 40, and then the total number of attendance days is reduced to 40. As a result, 10% of 40 would be 4 classes. In this case, if a student missed 5 classes, and they were earning a "B", their grade would be reduced to a "C". Attending class is not optional because the lectures form the core of the course.

a. Excused absences do not count against the total.

i. An excused absence is an absence of which I was notified in advance or by email, or FAX on the day of the class. You may also call the departmental office, 278-2621, and have them put a note in my mailbox. No exceptions will be made to the type of notification: personal, email, FAX or a direct call to the office.

ii. If you are absent and can submit a "doctor's excuse" or proof that you were hospitalized, jailed, or too injured to attend, you may qualify for an "excused" absence. Such absences count against your allowance for extra-credit but they do not count against your total for grade-reduction. Such absences will not qualify you for a makeup exam/quiz assignment. Whether or not you are excused is at the discretion of the instructor takes into account current performance, participation in class, existing patterns of attendance or tardiness. These factors may decide the issues positively or negatively. In addition, the general behavior of the class may be decisive. In a class in which several students make such requests, the instructor will normally not give anyone an excused absence.

3. Errors in the attendance marking

a. each week, students are sent a summary of attendance and grades. Students have 2 class days (i.e., two days that would officially count as attendance days) from the report OR the absence to notify the instructor of a discrepancy, otherwise the information will not be changed. Absences will not be removed after one week for any reason. Student athletes, for example, are responsible for clearing their attendance record in a timely manner.

4. Answering "here" or "present" for attendance. Attendance is normally called at the start of class. Failure to answer "here" or "present" will result in an absence ("yes," or any other utterance will, therefore, earn you a mark of absent). If students do not hear their names, they must notify the instructor at the end of the attendance call otherwise they are marked absent. Physical attendance

is a necessary but not sufficient condition for being marked “present.” If a student leaves class without permission, their attendance will be changed to “truant.” Tardiness may count as an absence. If a student is marked “late” or “tardy” more than once, a subsequent “late” will be treated as “absent.” Thus, any combination of “late” or “absent” over the 10% in “2” above may result in the lowering of the grade as described in “2” above.

5. Tardiness is considered absent (see 4 above).

6. Assignments

a. It is the responsibility of each student to keep track of assignments, changes in assignments. These changes may occur either in class or by email notification. With the availability of email and FAX there is no excuse for being out of sync with the class. If a new, unanticipated assignment is given, it is the student’s responsibility to find out and complete the work on time.

b. Failure to familiarize oneself with the lesson that results in a student’s inability to respond to questions, answer questions, discuss questions/problems intelligently or, in general, to act in such a way that their actions may be interpreted by the instructor to reflect a lack of preparation will result in the loss of 2% off the final grade for each occurrence. Confusion is fine but lack of preparation will cost the student points.

7. All graded assignments must be done alone. Copying other’s work, using other’s work or sharing work is cheating.

8. Makeup’s for daily exams or daily graded assignments will not be given. Students will earn a zero that will be averaged into their total. Students who have frequent absences should not take the class.

9. Exams or any other graded assignment (except papers) are not returned. In this class, we do not teach to the test. You are graded on each segment of work and your raw score will tell you the level of your development. In general, if you have a “D”, you have to spend 4 more hours per week in preparation a “C” four more hours as much and so on. You can look at your exams, briefly, and individually, during the next class day. However, if you have not requested a look at your exam within two class days after the exam, it will not be returned at all. All work is kept in storage for a year.

10. Errors in grades.

a. “Summary” grade reports are sent my email and only email. Summary reports are sent weekly and “Individual” grade reports after sent after each exam – daily or otherwise. Since grade reports are issues in a timely manner, students are responsible for reporting a discrepancy between the “individual” grade report and the “summary” grade report. The “summary” grade report reflects your class performance. Therefore, it is essential that it be accurate. It is the responsibility of the student to point out discrepancies between the individual report and the summary report within 1 week after the summary report is issued. If the discrepancy is not noted, the grade stands as reported in the summary report. The instructor reserves the right to make corrections at any time.

11. Email

a. Each semester, some students have difficulty setting up their email. This is not acceptable. If a student does not have a personal, working, fully functional, Fresno State email, they will not be allowed to take the class. This will be controlled in the following manner. Email addresses will be collected during the first class. A test email will be sent to all students by 8PM of the same day. If a student does not get a test email by 8PM, the

student is required to email the instructor with an email whose subject line includes the class number (for example, "Phil 1") and the words "test email". If a student does not get a response to this email, the student must, by 10PM of the same day, send another email. If the email communication is not successful by the next class meeting, the student will lose 1% of the final grade for EACH class day that the instructor has no working email for whatever reason – no exceptions

b. Maintenance of email. The student's Fresno State Email, and 24 hour computer access must be maintained at all times. This includes, of course, a full complement of the relevant software that is registered to the student (if a program indicates an owner other than the student, it won't be accepted – University labs excepted). This will be monitored as follows. If a communication is sent to the student's personal email and gets rejected, the first time, the student gets a warning. The second time and each time afterward, the student gets docked 1% point from the final grade or, the student will be excluded from class and given "0" on every assignment until the problem is fixed – instructor's choice. Students who are not truthful about any aspect of their email (for example, messages are returned and it emerges that the address does not belong to the student or that they have failed to maintain their email) will be regarded as trying to get a grade under false pretenses, i.e., cheating.

c. Assignments will not be returned. Students may view their assignments before or after class but may not keep them. Any written work may be distributed to the entire class for peer evaluation. If students are embarrassed by peer evaluations (either by a group of your peers or individuals), this class is definitely not recommended.

12. Writing

a. Writing will be graded according to the university grading rubric that is available at the university undergraduate website. The style and format must be in accordance with the style and format required by the "MLA Handbook for Writers of Research Papers" (for high school and undergraduate college students), no exceptions. The document must be written in Word or Wordperfect. Since the documents will be sent electronically, students must know how to do so (send attachments) in order to take the course. Student accounts must be capable of receiving documents if they are to take the course.

13. Subject matter warning

a. This class may involve a significant amount of adult subject matter and controversial topics. Students who are sensitive to political or religious criticism, racism and racial attacks, ageism, sexism, up-ism, down-ism should not take this class. Students sensitive to profanity, violence, cruelty or a minimal amount of X-rated material should not take this course because it will be offensive. No one under 18 is permitted. Additionally, students who take this class can expect to have their thoughts, work, presentations, utterances and verbal behavior subjected to criticism and attack in front of the whole class and for the benefit of the class.

14. By the second class day, you should be ready to affirm that you have read and understand the syllabus and the conditions for taking the course and agree to the terms.