

Course Policies (and some advice)

From Professor Mark Meisner

Welcome to my class! To make the class go smoothly for all of us and to reduce uncertainty about my expectations and your responsibilities, I have prepared the following course policies. It is important that you familiarize yourself with these from the start. I look forward to working with you to make this a rewarding and positive learning experience for everyone in the class.

read carefully!

I can't tell you how many times students have said to me something to the effect of "I guess I didn't read the instructions carefully..." Failure to complete an assignment properly, answering a question that wasn't asked on an exam, or not following a guideline are all examples of the kinds of things that happen when we don't read (and re-read) instructions carefully. Please, read the materials you get in this class and others carefully. OK, this isn't really a course policy, but it is a piece of advice you should make your policy. Why not begin by reading the following policies and guidelines carefully.

code of conduct

You are expected to abide by all aspects of the SUNY-ESF Code of Student Conduct. A copy of the Code of Student Conduct can be found in your ESF student handbook. If you have misplaced your ESF Student Handbook, you can obtain a replacement from 110 Bray Hall or <http://www.esf.edu/students/handbook/>. Similar guidance may be found in the handbook Academic Integrity @ ESF which is available at the same link.

disability accommodations

Students who feel they are eligible to receive accommodations for a diagnosed learning or physical disability or have questions regarding accommodations should contact Heather Rice, Senior Counselor at the Student Life Office, 110 Bray Hall, 470-6660, hlice@esf.edu. If you wish to receive accommodation in this course, you'll need to provide me with the relevant paperwork.

arrival and attendance

Class attendance is mandatory and essential for success. I take attendance at every class and you are required to attend all classes. You are expected to arrive at class on time. If you are more than 10 minutes late, your attendance will be counted as "late" which means you will only receive half credit for attendance for that class. If you miss a class without a legitimate reason, your participation grade will be lowered accordingly. Legitimate reasons for missing class are serious medical issues, personal emergencies, and unavoidable time conflicts with other school-related activities (e.g. field trips for other classes). Please alert me as soon as possible by phone or email if you are going to miss or have missed class for one of these reasons. I may ask you to provide documentation of your absence.

conduct in class

You are expected to conduct yourself in class with the utmost respect for your classmates and the course staff. Discussion and debate about ideas and issues is encouraged. But, you are expected to listen while others are speaking and wait for your turn to speak. Remarks that disparage other students as persons will not be tolerated. This includes racist, sexist, homophobic and other discriminatory comments. Remember, you are here to talk about ideas, not about the personal characteristics of those who espouse them. Also, please make sure that all your mobile phones and other gadgets are turned off and not used during class. You are not permitted to use recording devices in my class unless I give you permission. Please also make sure you use the facilities before class as we don't appreciate people getting up and walking out in the middle of class. Again, please review the official ESF Code of Student Conduct for more guidance.

academic honesty

You are expected to uphold the highest standards of academic honesty at all times. This includes abiding by the SUNY-ESF policies on academic honesty. Please see the handbook Academic Integrity @

ESF, available at <http://www.esf.edu/students/handbook/integrity.pdf>. Plagiarism or academic cheating of any sort will not be tolerated in this course. If you are suspected of plagiarism, your work will be investigated and you will be required to prove that the work you submitted is your own. In order to be able to prove that work is your own, you should keep copies of all notes, rough drafts, and other paperwork, etc. created during the completion of your assignments. If plagiarism is suspected, you will be asked to submit these for review. The minimum penalty for cheating will be a grade of 0 on that assignment. More severe penalties may also be considered. If you are unsure what constitutes plagiarism, just ask me. Also, please review the official ESF Code of Student Conduct for more guidance.

deadlines

Deadlines are firm. Assignments are due at the **start** of class on the day they are due. Assignments handed in after that time will usually be considered late. Don't skip class in order to finish your assignment since that will result in a double penalty (absence from class participation and late assignment). Late assignments will be penalized at 5% for every day they are late, including weekends and holidays. Assignments that are more than one week late will not be accepted and you will receive a grade of zero for that assignment.

Exceptions to this policy will only be granted in the case of serious medical or personal issues. If there is a serious medical or personal reason for lateness, please discuss a revised deadline with me at the earliest convenience before the deadline. A doctor's note or other documentation will be requested. If you are an ESF student, it may be appropriate to contact Heather Rice, Senior Counselor at the Student Life Office, 110 Bray Hall, 470-6660, hrice@esf.edu as soon as possible. Similarly, for the big issues that will affect your school work, SU and other non-ESF students should see their respective offices of counseling services and/or departmental offices.

grading

I and my TA (if there is one for this course) will make every effort to see that your assignments are graded and returned to you within two weeks of their submission. If cheating is suspected, all assignments (not just those of the suspected cheaters) may be held for a longer period in order to investigate. I'll let you know if I am unable to get assignments back to you within the two-week time frame.

re-grading

If you are unsatisfied with your grade on an assignment, you can ask to have it re-graded. Bear in mind that in the re-grading process, your grade could go up or down, or it could remain the same.

Requests for re-grading will be entertained 1-14 days after the assignment has been returned to you (in other words, wait at least a day, but no more than two weeks to submit your request). In order to have your assignment re-graded, you must read through your assignment and the comments you received on it. Then you must write (type) a note responding to the comments you received and outlining why you believe the assignment deserves a higher grade. Submit your note, along with the original assignment, to me. I and/or my TA (if there is one for this course) will make every effort to re-grade your assignment and return it to you within two weeks of submission of your request.

questions?

If you have any questions about any of these policies, please contact me. Thank you for your cooperation.

