

## Course Policies

**Attendance, Punctuality, Preparedness.** These are important values. Yet compared to many other character traits – like courage, or generosity of spirit – they are not all that difficult to acquire or maintain. In life's supermarket of personal virtues, these three are a real bargain. Go for it.

**Taking Notes.** The nature of our course texts will place a heavier-than-usual burden on your class notes. Organize your notes into main points, subsidiary points, details, and details of details. Don't fall into the trap of writing down only what appears on the blackboard! Review your notes carefully before writing papers and taking exams.

**Grading Standards.** All work must be completed to pass the course. I use the grades A, B, C, D, and E with the meanings described on page 57 of the 2001-2003 UIC Undergraduate Catalog. On individual assignments, I often supplement these five grades with others to obtain a more fine-grained system. In particular, I use pluses and minuses, and "slash" grades of the form A/B, B/C, C/D, and D/E, which are halfway between the two whole letter grades. For example if A = 5.00, A/B = 4.5.

**Incomplete Grades.** I abide by the policies stated in the UIC undergraduate catalog:

The "IN" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due.

**Late Papers.** Late papers will be penalized at the rate of a full letter grade per day unless you have arranged for an extension with your instructor before the due date. You can reach Prof. Edelberg at (312) 413-1213 or [edelberg@uic.edu](mailto:edelberg@uic.edu). Extensions will be granted only for illness or other factors genuinely beyond your control.

**Plagiarism and Academic Dishonesty.** Every instance of academic dishonesty will be referred to the Office of Judicial Affairs. Penalties range from failure for the assignment or exam to expulsion from the university. Students are frequently quite misinformed about what counts as plagiarism, and how to avoid it. Every student in this class should read "Crediting Others in Papers -- 11 FAQ's". This is available only online (from a link on the course website). *All web pages in this document are required reading for every student, regardless of previous experience.*

**Dropping the Course.** Students may drop the course without penalty until Friday of the second week. Between the third week and Friday of the ninth week, LAS undergraduates are entitled to a total of two optional late drops for the duration of their enrollment in LAS. Students must arrange optional late drops with an LAS advisor (996-3366).

**Students with Disabilities.** Students with disabilities who require accommodations for access and participation in this course must be registered with the Office of Disability Services (ODS). Please contact ODS at 312-413-2103 (voice) or 312-413-0123 (TTY).