

Course Policy for Dr. Jaoudi's HRS Courses

The student is responsible for the reading assignments, lecture materials, exams, research paper, films, and audio selections.

There are two exams; see the Syllabus Schedule. The exams are not cumulative; Exam #2 begins where the previous exam ended.

Each exam has ten fill-in, short essay questions, based on ideas and vocabulary obtained from your notes on lectures, class discussions, hand-outs/WebCT, reading assignments, and films.

There are no make-up exams. See me to discuss your grade within one week of the scheduled exam, if you miss the exam, and have a documented written excuse describing an emergency situation. You may then receive a zero, rather than an "F," for that exam. No other types of excuse will be considered. If you arrive late for an exam, and there are other students who have completed the exam and left the room before your late arrival, you may not take the exam. There will be no exceptions made regarding this rule. Therefore, I suggest it is in your own best interest that you are in the classroom on time.

If you have a disability and require accommodation, you need to provide disability documentation to SSWD, Lassen Hall 1008 (916) 278-6955. **If you have any special testing needs, please provide the appropriate forms at least two weeks prior to an exam in order to schedule with the Testing Center.**

Each exam is 30% of your grade. To determine your final grade, the 60% for the exams is combined with 20% for your research paper and 20% for active class participation. More than one or two absences would indicate that you are not participating in the class regularly even as a listener. Attendance is important! If you are absent twice or more, this indicates that you are not benefiting academically from regular class attendance and participation, which will impact negatively on your overall grade for the semester.

The attendance policy of the Department of Humanities and Religious Studies is that a "maximum of one week of absences from a class is allowable without penalty: three absences for a class that meet on MWF, two for one that meets on TR, and one for a class that meets once a week. The normal departmental policy is to reduce the grade one-half step for every absence beyond the allowable maximum of one week of absences."

The writing requirement for the course will be satisfied by your research paper. Please number your pages. The research paper is to be double-spaced with 12 point font. The research paper is to be footnoted with at least five scholarly sources. Include a separate page for Bibliography. Diana Hacker's, *A Pocket Style Manual*, and, Kate Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*, are available in the Hornet Bookstore for reasonable prices. You will find Turabian helpful with the footnoting, any additional references you may wish to format, and even how to note an

interview. Most students will be entering a career market where writing is important. Turabian is an invaluable resource that can help you long after your college graduation.

Late papers are not accepted. Electronic papers are not accepted. See the syllabus for the due date. Research papers are collected at the beginning of class on that date. There will be no exceptions to this rule. If possible, have your paper written three-four weeks ahead of the scheduled date. In that way you will have completed your written assignments for this class early in the semester. You will then have little or no stress - a major benefit of organizing your time and studies, and your success will be assured.

The research paper will help each student be an engaged participant by having the student study the contextual material, along with their textbook, for class time. The individual student's comprehension and learning will be enhanced by including study materials as a vital methodological tool.

If you would like a copy of your final paper returned with comments, provide me with an additional copy of your paper and a stamped, self-addressed envelope. This must be given to me at the same time as the original copy. I will keep the copy, thereby insuring that no one plagiarizes your work knowingly or unknowingly in the future.

Student Tutorial on how not to plagiarize:

<http://library.csus.edu/content2.asp?pageID=353>

Do not come late to class or leave the classroom while the class is in session. Attendance is taken once; if you are not present at that time, you will be marked absent. If you are TARDY, please do not enter the classroom and disturb the rest of the class. It is extremely distracting to the classroom environment if a student comes in late. There will be no exceptions to these policies of mutual consideration and civility.

Cell phones and Laptops should be Off and not in view during the class period.

Employ only academically appropriate language and behavior.