Addendum to Syllabus

Writing 39B section 33203, Winter 2015: “Into the Woods"
Instructor: Jim Nyenhuis (jnyenhui@uci.edu)
Office: Murray Krieger Hall (MK) 528
Office hours (tentative): Mon. 2-3, Wed. 1-2, and by appointment

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Absences
You have 2 “freebie” absences. These are all you get for both explained and unexplained causes, including sickness, weddings, and oversleeping. I suggest conserving these absences for unexpected circumstances. You are responsible for finding out from someone other than myself what happened in class on the days that you missed.

After 2 absences (10% of the total number of class meetings), the consequences for missing class escalate quickly. A third absence will affect your grade. A fourth absence means that you fail the class.

A note on being late to class: I understand that occasionally you may be a few minutes late. If I notice it happening regularly, I will first warn you and then count your accumulated tardies as an absence. This will happen again if the behavior continues. Dramatic lateness (10 minutes or more) will automatically result in half an absence.

Late work
There will be a due date given in class and on the website for all major assignments (including drafts). This is the official due date. The absolute due date -- typically about a day after the official due date -- will be the one that appears on the Turnitin assignment page. Past this, Turnitin will not let you upload your assignment and you will have to email it to me. I will then have to upload it to Turnitin myself.

Drafts turned past the official due date are not guaranteed to receive feedback. Failing to meet the absolute due date will negatively affect your grade (on top of hurting your ability to improve your writing). If you haven’t turned in any major assignment (including drafts) five days after the absolute due date, you automatically fail the class. If you’re struggling with an assignment, you should be coming to me for help before the due date.

Failure to do the readings and submit regular weekly writing assignments will negatively affect your grade.

Plagiarism
Seriously. Don’t do this. Read the section on plagiarism in the syllabus and check out honesty.uci.edu for examples of what happens to students who plagiarize their work. If you’re
not sure what counts as plagiarism, ask me. Turning in incomplete work will affect your grade, but it’s better than a note on your permanent student record and a possible suspension.

Email
Email is pretty much the only reliable way to get in touch with me. I encourage you to use the listserv (33203-W15@classes.uci.edu) to ask about the class, about administrative issues, and about anything else that your classmates might also be wondering. Please use a moderate level of decorum when writing emails.

Technology in class
Most of the time I will allow you to have laptops and tablets open in class; at times, usually for class or group activities, I will ask you to close them so that we can all pay attention to something you don’t need to take notes on. Of course, there are no times during which you should be using your devices to play games, surf social media, etc. -- anything that is not directly related to what we are doing in class at the moment. Cell phones should be muted and kept away during class, no exceptions.

Portfolio grading
We’ll talk about this some in class, but basically: I won’t give you a grade on any of your written work until you hand in your portfolio at the end of the quarter. So please don’t ask. I will not be keeping you abreast of the other portions of your final grade, either -- the so-called “Class Community Assignments” portion. In the places above where I say that various things will be counted against or will negatively affect your grade, what I mean is that each of these things, taken in isolation, will not cause you to automatically fail the course. If they accumulate, especially taken together with substandard or unsatisfactory work, you may fail the course.

Lastly
I do not want you to fail the course! I am here to help. Please also consider making appointments with the UCI Writing Center (http://www.writingcenter.uci.edu/) to get help improving your writing.