

Instructor's Policies
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Course Policies:

1. Attendance – Class participation and in-class work constitute an important part of the STS courses. It is imperative that students attend class regularly.
 - a. Class begins at the time indicated in the Course Offering Directory. A student who misses the first ten minutes of a class will be considered absent for that class, no matter the eventual time of arrival, unless there is a reasonable excuse for the delay.
 - b. Each student will be allowed two absences supported by memos during the course. Beyond that number, each absence will result in a penalty to the student's class participation grade.
 - c. Students will submit memos for all absences. A memo clearly stating the class date and the reason for a planned absence should be submitted in advance of the absence. In case of illness, a memo indicating that fact should be submitted the day that the student returns to class. Each memo should be submitted individually, either by standard e-mail or on a sheet of paper in my mailbox in the STS Office.

2. In-class Behavior-UVA's SEAS aims to produce productive professionals and strives to maintain a professional atmosphere in and out of class. Students in STS courses are expected to act as young professionals in training. Although it is not necessary to dress up for class, it is important to leave unprofessional habits outside the classroom. Caps, gum, turned on cell phones, and naps are not professional! This semester we will also be open to visitors from various organizations who are interested in seeing what we do. Also during Oral Presentations we will have invited guests, even if you are not presenting your demeanor is a factor in the overall impression.

3. ***Journals-Each student will keep a daily journal related to the assigned course readings. The journal entries should include summaries of readings as well as thoughtful reactions to the readings, and any questions you feel need to be answered in subsequent discussions.
 - a. Each journal entry should be prepared prior to the class for which the reading was assigned.
 - b. I will not check the journals every day. Prior to beginning of class discussions I will briefly "inspect" journal entries and require students to read their entries or prepare overheads as part of the class discussion process.
 - c. Students whose journal entries are reviewed on a particular day will receive points toward the total points rewarded during the semester for journals and quizzes. As these entries serve the same function as 'pop' quizzes, journal entries may not be submitted after the fact.

4. Papers-Hard copies of papers are due on the dates announced in class. It is extremely unfair to those students who complete their assignments on time to give other students extensions on the assignments. Consequently, the ONLY times students will be given extensions without penalty will be in extreme cases of illness, family problems, or acts of nature.
 - a. This is developmental class, and it is assumed that by the end of the semester students can write a solid paper. If you have problems with your writing, it is your responsibility to work

- on them. Since you are being graded on your own work, you should not have anyone else write, edit or proofread your papers unless authorized to do so by the instructor.
- b. Late papers without proper extensions, will be penalized one letter grade for each class day late.
 - c. Papers that are late as a result of problems related to word processing or photocopying will be penalized a half letter grade for the first class day late and a whole letter grade for each period thereafter.
 - d. It is possible that late papers will not be graded and returned until the end of the semester.
 - e. Late papers will be returned without written marginal comments

The Honor System and the School of Engineering and Applied Science

The School of Engineering and Applied Science relies upon and cherishes its community of trust. We firmly endorse, uphold, and embrace the University's Honor principle that students will not lie, cheat, or steal, and we expect all students to take responsibility for the System and the privileges that it provides. We recognize that even one Honor infraction can destroy an exemplary reputation that has taken years to build. Acting in a manner consistent with the principles of Honor will benefit every member of the community both while enrolled in the Engineering School and in the future.

If you have questions about your Honor System or would like to report suspicions of an Honor offense, please contact the SEAS Honor representative.

Plagiarism

Plagiarism is the use of someone else's expression of an idea in such a way that it appears to be your own expression. By expression, I mean the way in which a writer chooses to portray an idea using specific words and sentences in a certain order. You are guilty of plagiarism if you do any of the following without giving credit:

- Using verbatim phrases, sentences, or paragraphs from someone else's work without indicating that the material is quoted (i.e.: without quotation marks and a correct, complete citation, including the page number).
- Presenting the conclusions of someone else's research or investigation as if it were the fruits of your own effort.
- Paraphrasing someone else's work without expressly indicating that you are paraphrasing and without crediting the work you are paraphrasing.
- Presenting a complicated idea using someone else's structure for that information, and not giving credit to that person's organizational plan.

Plagiarism is a serious offense under the honor system, and it generally results in dismissal from the University. Whether or not you intended to cheat, it is still plagiarism. Please make sure you understand what plagiarism is and how to avoid it. If you are in doubt about the need to cite the source of an idea, go ahead and do it (one rule is to cite all facts not generally known to an educated general reader). It is better to have too many citations than not enough.

E-mail-Students are requested to please use this judiciously. This is especially true of questions about 'housekeeping.' Check Collab, the core syllabus, and the supplemental syllabus before writing.

5. Portfolios-Each student should maintain a portfolio of all written work. This includes notes, summaries, questions you need answered etc.
6. Class discussion-Students are expected to participate with enthusiasm, knowledge, maturity and respect for others' opinions. You will also be expected to lead class discussion and need to

understand the process of building both group consensus and creating an atmosphere, which encourages thoroughness.

Approach all discussion material with maturity, intellect, and respect. I do not ask that you agree with me or with any author that we read. I simply expect that you will approach the subject matter with an open mind, then make up your mind about the issues, and come to class prepared to discuss them.

7. Class participation grade-Attendance is only a part of this process. You can have perfect attendance and receive a low class participation grade if you fail to contribute to the class discussion. A colleague of mine loves the word 'bloviate.' Don't do it! Come to class prepared to share, absorb, reflect, and summarize ideas.
8. Summary of Student's Responsibilities
 - A. Prepare for each class period
 - B. Keep a journal of all course readings, and a portfolio of all written work.
 - C. Keep up with the syllabus.
 - D. If you miss a class, find out what you missed and make it up.
 - E. Submit each assignment on its due date.
 - F. Have fun!