

### ***Course Behavior and Expectations***

Please be sure to follow the course expectations set below and in the syllabus. Not following them will lead to a lower participation grade (and, hence, lower grade for the course).

I find the material that I teach fascinating. Assuming that you work hard and act in a thoughtful and appropriate manner, I will do all I can to help you see what I think is interesting and important in it. Please do not let the below list frighten you off from speaking to me about the course material. I really enjoy working with students and am so happy to answer substantive questions about the material.

There are also lots of logistical issues that need to be considered in any course. I have found in the past that, outside of my actual lecturing, the bulk of my interactions with students has been consumed by questions regarding these logistical issues. To make sure that I can give as much time as possible to the important task of relaying the course material to all of you, I have created the below list that covers nearly every logistical issue related to my classes.

I would be very grateful if you would look at this list and refer to it prior to asking the instructors any questions related to the logistics of the course. I apologize for the length of the list, but the entire list relates to questions I receive from students many times every quarter. I am totally serious – every single item is in direct response to common (and very frequently asked) questions I receive from students and general patterns of behavior. (Many students ask about the reasoning behind some of these items. For these students, I also provide additional explanation for some of the reasons behind these rules...)

\*Some of the below refers to TAs. For classes that don't have any TAs, replace the word "TA" below with "instructor."

### **Basic Information**

- **My homepage:** <https://ps.ucdavis.edu/people/scheiner>
  - All of the information on my courses and me can be accessed through this page.
- **Name tags:** Students are expected to place a name tag with their full name in **VERY DARK, BOLD** letters in front of them at their spot in class.
- **Office Hours:** My office hours will always be listed online through my webpage and at <http://scheiner.ucdavis.edu/officehours.html>
  - Please do not email me to ask what my office hours are unless there is a clear mistake in the Office Hour website or the website does not list the current term's office hours.
- **Course Webpage:** Most needed information for the course will be available at the course webpage (which can be linked through the course page at Canvas and my homepage). PLEASE check the webpage (and its links) before contacting us to get information, for example, on an assignment. Information may already be on the website.
  - As course logistics change, I will add them to the course webpages.
  - You do not need to be affiliated with UC Davis to access my webpages (including the course webpage). If you get dropped from the UCD system, you will still be able to access the course information. If you do a Google search for "Ethan Scheiner," you will quickly be able to find my webpages and, in turn, the course webpages.
  - Typically, if my webpages are down, it means that the UCD server is having difficulty and is in the process of being fixed. Before contacting me to let me know that a course webpage is down:
    - Please go to my homepage and see if that is working.
    - If that page is working, please follow the links to the course webpages. If my homepage is accessible, but the course webpages are not, I would be grateful if you would let me know.
    - However, if none of my pages are accessible, please wait an hour (to give the IT staff time to fix the server) and then recheck the sites prior to contacting me to let me know.
- **Class:** If you have any questions at any point in the class, PLEASE ask. The instructor is VERY, VERY happy to answer any question about the course material.
  - If you feel that the lectures are moving too fast or you are confused about something or simply do not understand something, please let me know.
  - Keep in mind that this is YOUR responsibility. We won't know that you are having a problem unless you tell us.

- **Getting into the Class:** I will not sign anything giving people permission to get into the class until close to the end of the waitlist/add courses period. (Please do not ask me when that is, but instead look up the date yourself in the course catalog.) What does this mean?
  - In general, I will not give out PTA numbers to get students off the waitlist. For lecture classes, most classrooms assigned to me cannot hold more than the listed enrollment cap.
  - I will not sign forms to allow UCD extension and open-enrollment (and exchange) students into the class until close to the end of the waitlist/add courses period (and will only sign these if there is room in the class at that time).
  - For more information, please see: [http://scheiner.ucdavis.edu/uploads/9/4/7/5/94754176/get\\_into\\_class.pdf](http://scheiner.ucdavis.edu/uploads/9/4/7/5/94754176/get_into_class.pdf)

### **Email**

- **Email:** I strongly encourage email questions and comments. However, when you write the instructor or TA you are expected to write as you would in any professional correspondence: Capital letters to start the first word of a sentence, “Dear Professor Scheiner” (or “Hi Professor Scheiner”) to open the email, correct spelling, capital letters in the correct places, punctuation, etc. (“Hey” is not appropriate.)
  - I prefer that our written communication be over email, NOT CANVAS MESSAGE. My email address is listed at the top of the syllabus. See this [EXCELLENT GUIDE to EMAIL ETIQUETTE](#). (Note that if you absolutely insist on communicating with me over Canvas message – which I strongly urge you NOT to do – I expect the same professional etiquette as in emails.)
  - To reiterate, all email etiquette applies to emails that you send the TA. You should compose any email to a TA in as careful, courteous, and respectful a fashion as you would to me.
  - For POL002: Once the quarter begins, I will only respond to questions about the SUBSTANCE of the course material. For questions about course logistics, please see me in person before/after class or in my office hours, or email your TA.
  - For each class, I set up a class listserv, which will allow me to send emails to the class as a whole. If you are not getting semi-regular emails from me (that I am sending out to the class as a whole), please contact your TA.
  - Typically, answers to questions that you ask will benefit others in the class as well, so I will forward your questions (with your name removed) with my answers to the class as a whole.
    - Note that this means that you will receive many emails from me over the course of the quarter.
  - It is likely that I will not answer emails phrased inappropriately or that include misspellings, etc., or I may give you a two-word response, “Course Expectations,” meaning that you should re-write your email in a more appropriate form and resend it.

- Except for rare cases, I will not respond to emails written anonymously. Except in unusual circumstances, if you would like me to respond, please use your actual name.
- I will not answer questions that can be answered if you read the syllabus. I will either not answer or write back a one-word response: “syllabus”
- I will not answer questions that are asking me to give you information that is in the reading. If your question could have been answered if you had done the reading, I am likely to send back a response that says, “reading.”
  - That said, as long as it is clear that you are doing the work in the course (i.e., attending lectures and doing the reading), I am very, very eager and willing to help clarify any genuinely substantive questions that you have about the course material.
- I will forward (with the student’s name removed) any unprofessional or inappropriate emails to the rest of the class for their reading pleasure.
- I reserve the right to lower your overall grade by (by lowering your participation grade) if you send the TA or me emails of the kind that I have just listed (inappropriate phrasing or involving things you can get from the syllabus or reading, etc.).
- **Instructors and email:** The instructors are very happy to answer questions over email. However, please do not expect us to answer questions on weekends, during the day of an exam or assignment due date, or after 5pm on any day. If we are available, we will, but we cannot promise to be available during those times.

### **Course Materials**

- **Power Point Slides:** Power point slides will be available through Canvas usually by the morning of a given lecture. However, the first time I teach a new lecture course, it is likely that the power point slides for a given class session will not be available until after the class is held that day.
  - In Canvas, Power Point slides are listed in both Power Point and PDF format with a lecture/class number and the date – these match the lecture/class number and date of the class listed in the syllabus.
    - If I don’t lecture on a day (e.g., on exam days), there will be no Power Point slides that go with that day’s lecture number and date. So, some Lecture numbers will not have slides associated with them.
  - I strongly encourage you to print out the slides prior to class. Given that these slides are available for you to download, I do not guarantee that I will slow down or stop my lecture simply to allow you to copy down the material on the slide. (Of course, I am happy to slow down or repeat myself to allow you to pick up on things that I say in class.)
  - You are expected to learn how to access the power point slides during the first week of class. (They are available through the course site through Canvas.)
    - Please ask the TA during the first week of class if you have problems accessing them. After that week passes, it is your responsibility to figure

it out on your own. Please do not ask us how to access them after the first week of class.

- In a very small number of cases, I will make changes to the slides between the time they are posted and class. I will try to put the new version of the slides online (in place of the old). However, I do not guarantee that I will do so.
  - Professors are not obliged to provide you with the power point slides. I place the slides online prior to class because students find it useful to have them in class. It is your responsibility to attend class and therefore recognize changes between the slides that are placed on-line and those that are presented in class. The slides are not intended simply so that you do not have to take notes. In fact, **the slides will usually make no sense if you don't take notes with them or miss class.**
  - For some students, there is a sense that there is “too much detail” on some slides I put up. Keep in mind that I provide these slides in the hopes that they will be useful to you, but if they are not, please feel free not to use them.
  - In some cases, I only put up on a slide a question or some key words. It is your responsibility to write down whatever the “answer” or significance of these words are. Again, these slides are not provided so that you can simply avoid note-taking (or avoid attending class).
- Note that I usually number my lectures (e.g., the first lecture is Lecture 1). Sometimes, Canvas will place Lecture 2 under Lecture 1, etc., but Lecture 10, 11, etc. may be placed under Lecture 1.
- **Reading for Class:** Reading assignments are listed for each day. Students are expected to come to class having read that day's assigned reading.
  - **Authors:** Students should be able to refer to the reading by the author(s)'s name(s) and ultimately will be expected to remember the central arguments and key points offered by each author.
- **Videos:** In some of my classes, I show videos. It is part of your responsibility to watch the video in class. We will not loan out the video for students to borrow. In some cases, the videos are available through the library. I will place the names of all videos I show in class on the syllabus and will note if it is available in the library.

### **Assignments**

- **Format of Written work:** All written work should include the following:
  - A title page, which includes the course title, instructor's name (Professor Ethan Scheiner), the TA's name (if in a class with discussion sections), title of the assignment, date the assignment is due, your name and ID#. (I do not care if you center this information in the middle of the page, place it on one side, etc.)
  - Your name should only be listed on the title page. It should not be on any other pages.
  - Page numbers on all pages (and all pages in order), except for the title page
- **Turning in Assignments Late:**

- Unless otherwise noted, late work will not be accepted. However, for most assignments, I will provide additional information on extensions/late rules.
- **Turning in Work to the Political Science Department Office:** In some cases, you may be asked to turn in your work in the Political Science Department Office.
  - If there is ever any confusion about where to turn in your assignments, please feel free to submit them to my mailbox in the Political Science Department Office.
  - The office is located in 469 Kerr Hall and is open M-F (except for holidays) 9am-noon & 1-4pm.
    - There is no “drop box” for the office. You can only drop off items to the office during these hours.
    - Be sure you know where the office is so you do not have to scramble at the last minute to find it.
  - When you turn in work to the Political Science office, be sure to get your work date/time stamped to prove when it was turned in. Keep in mind: The time stamp in the office may at times be slightly fast, so, to be on safe side, turn in any work to the Political Science office at least 5-10 minutes earlier than the official deadline. We will use the time stamp from the office to determine when you turned your assignment in.

### **Exams**

- **All In-Class Exams:** Please use blue or black ink and blue books.
  - Blue books and scantron forms can be purchased in the campus bookstore.
  - Please bring two (2) blank blue books – size 8.5 X 7, 16 sheets (32 pages) – to all exams.
    - For all in-class exams, you will turn in your blank blue books at the start of the exam period and then be given new ones.
  - You should plan to bring more than one pen to an exam. The instructors will not provide you with a pen and you should not interrupt others who are working on their exams.
  - Please be sure to write clearly.
  - If you feel that you must use pencil, that is acceptable.
  - However, no matter what, if the grader cannot read your writing, you will not get credit for your answers. (So, think twice before using pencil or pen ink that can smudge.)
  - Also, be respectful to the instructors (professor and TAs) when they call time at the end of the exam. Instructors reserve the right to lower your score on an exam by at least one letter grade if you do not stop writing and turn in the exam when time is called.
  - Please do not email the instructors immediately after an exam to raise a problem or issue that you had with the exam. (For example, perhaps you ran out of time before being able to complete the exam.)
    - No matter what, please wait one full night before contacting us to mention your problem.

- However, in general, there is not much point to raising the problem. If it was a problem most students had (e.g., not enough time for the exam), we will see the problem over the course of grading and take it into account. But if the problem is specific to a small number of students, we will not adjust the grading.
- **Make-up Exams:** When merited for documented reasons (such as health problems), I do offer make-up exams.
  - However, please note that, out of fairness to the other students, unless you take your make up exam prior to the designated time that the rest of the class takes the exam, the make-up exam will always be more difficult than the exam given to the rest of the class.
  - In many cases, make-up exams will be given over email. Because this means the exam will be open book and you will have the ability to type (and conceivably even get help from sources that you shouldn't...), rather than write by hand, you will have an advantage over the other students. Therefore, you will be given at least 30 minutes less time than those taking the regular exam. (E.g., what was scheduled to be a 2-hour exam would be no longer than 1 hour and 30 minutes when taken as an email make-up. And, depending on the exam, it may even be less time than that.)
  - The same rules apply to the final exam as well, but students taking make-up exams after the scheduled final exam date will receive an Incomplete in the course.
  - In all cases of make-ups, it is the student (not the instructors) who is responsible for arranging with the instructors the make-up exam.

## **Grades**

- **Grades and TAs:** Numerical grades translate into letter grades as listed in the syllabus.
  - We will post your scores for each assignment and your final grades at Canvas as soon as possible each quarter.
  - When determining your final grade, we use the point total you received on each assignment, not the letter grade associated with that point total. So, for example, if you get an 80 on the midterm and the midterm is 25% of your grade, your midterm gives you 20 points ( $.25 \times 80$ ) toward your final grade.
  - Please do not ask us to figure out what scores you need on specific assignments in order to earn specific overall grades in the class. You can calculate this on your own.
  - If there is a TA for the class, the TA handles all the general logistics, grading, taking in assignments and turning back of assignments. **Please turn in assignments to the TA and please ask the TA – not me – for information on course logistics, your grades, why your exams/papers were graded the way they were, etc.** I will not respond to requests for such information or may respond to email requests of this kind with, “Grades and TAs.”
  - Again, your TA should be treated with the same respect that you treat me, including and especially in your email correspondence.

- Except for anything that I state in advance (which will get placed on the course web pages), there is no possibility of you getting extra credit in this class. Please do not ask if you can raise your grade by doing additional work.
- If I believe that scores on any assignment should be adjusted for the entire class (e.g., giving the entire class an extra 5 points on an assignment), I will do so. However, with that one exception, I do not alter the relationship between the points you have scored and the letter grade you receive. They will always perfectly match the grade-score match-up at the start of this syllabus. (E.g., 100=A+, 93.4-99.99=A, etc.)
- The instructors will submit grades within a week after the final exam.
- In order to learn what your final grade is, please check Canvas (approximately 1 week after the final exam) rather than asking the instructors.
- Questions about grades should be directed to your TA.
- Keep in mind that your grade will be based on your scores in the class, and grades are not negotiable.
  - We do not provide an option to regrade your final exam.
  - We round grades to the 0.1 place.
  - Except in cases in which we made a calculation/clerical error, we will not respond to requests for changes to your grade (on either the final exam or overall grade in the class).
  - If there was a calculation/clerical error that led to you receiving an incorrect grade, please contact your TA with the correct calculation and the correct NEW letter grade. (Please only contact us with a corrected score if it would lead to a change in your letter grade in the class.) If you do not provide this information, we will not respond to your request for a grade change.
- We do not make exceptions to the above policies and will not respond to requests for exceptions to be made.

• **Class participation:**

- If you miss classes, you will need to get notes or find out what you missed from another student in the class (and not from the instructors). However, as with any class, the instructors will be happy to answer any specific questions about the material.
- In classes with sections:
  - Please do not ask the TA what you missed in section when you miss it.
  - Please do not ask the TA to go over what you missed in section.
  - If you have questions for your TA, though, please feel free to ask him/her your questions.
- If it appears that students are surfing/viewing the internet/emailing (etc.) in class, I may ban the use of laptops/smartphones/etc. in the classroom and I may lower the participation grades of students who are engaging in those activities.
- Inappropriate or rude behavior will lead to lower participation scores, lowering your overall grade in the course.



- In-class chatting or horsing around with your classmates will lead you to receive lower participation scores.
- In-class use of your phone (except for recording lectures) will lead to you receiving a score of 0 for your participation grade.
- **Class attendance and TAs:**
  - There is no need to let me (or the TA) know when you will miss class (aside from exams). Please do not contact me (or the TA) to let us know when you will be missing a regular class.
  - Attendance in lecture is not mandatory, but if you miss a number of class sessions, your participation grade will be no higher than your average on all of the other class assignments.
- **Pass/No Pass:** Some of you may wish to take the course pass/no pass. I have no problem with that. However, such things are not at my discretion. You must register for this at the university level. I do not know the deadlines for filing requests to do this.
- **Incompletes:** An Incomplete (I) grade is when you have completed nearly all of the work, but were unable to complete a small number of the assignments during the term. Please do not ask me to consider an Incomplete in cases where you have done none (or almost none) of the assigned work.
  - **Before considering taking an incomplete, you should see what is ACTUALLY involved.** Please see the following site for additional explanation of incompletes (and other grades): <https://registrar.ucdavis.edu/records/grades/incomplete>

### **Regrading Policy**

- **Regrading:** If you believe that there was an error made in grading your exam/paper, please follow the guidelines established in the Regrading Policy page of the course website: <http://scheiner.ucdavis.edu/uploads/9/4/7/5/94754176/regarding.pdf>

### **Letters of Recommendation**

- **Letters of Recommendation:** Some of you may ultimately wish to ask me for a letter of recommendation. Please click the following link for information on letters of recommendation. <http://scheiner.ucdavis.edu/lettersofrec.html>

### **Be Sure to Read All of the Above!**

- **Not Following the Above Guidelines:** Students who do not meet or ignore these expectations may have their participation grade lowered, possibly lowering their overall grade in the class.
- If it becomes clear that students are ignoring the course expectations and/or syllabus, I reserve the right to give a test that measures students' knowledge of the course expectations/syllabus, and students' participation scores will be affected accordingly.