

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 Free Points/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/ethan-scheiner>
- **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 updated office hours will always be listed on the syllabus and at <https://scheiner.faculty.ucdavis.edu/teaching/office-hours/>.
 - 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.
- **Canvas:** Most needed information for the course will be available at Canvas. As course logistics change, I will add them to our Canvas site.
- **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.
- **Lecture Videos** (for lecture classes): Through the Classroom Hotline, I request that campus IT set up "Lecture Capture" to automatically video record all lectures and automatically store them at our Canvas class site. In the past when I have done this, the system worked flawlessly.
 - Two points on this: (1) It is your responsibility to let me know if there are problems with the lecture recordings. If you do not let me know of any problems, I will assume that the recordings worked fine. (2) I will only make lecture recordings available for 8 days after the lecture date, so be sure to watch the lecture and take any notes during that period. After 8 days, you will not be able to access the lecture recordings anymore.
 - However, if I am unable record lectures: 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). But, as with any class, the instructors will be happy to answer any specific questions about the material.
- **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: https://scheiner.faculty.ucdavis.edu/wp-content/uploads/sites/755/2022/08/get_into_class.pdf

Email

- **Email:** Instructor email addresses are listed at the top of the syllabus.
- 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.)
- We are very happy to answer questions over email. However, please do not expect us to answer questions on weekends/holidays, during the day of an exam or assignment due date, or outside of 9am-5pm on any day. We will try to respond as quickly as possible to your emails. However, if you have not received a response within two full business days after your email to us, feel free to follow up with another email.
- 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, your name in closing, correct spelling, capital letters in the correct places, punctuation, etc. (“Hey” is not appropriate.)
 - Please be professional in your correspondence with the course instructors. If you are too casual or sloppy in your correspondence with me, I may give you a two-word response, “Unprofessional Email,” meaning that you should re-write your email in a more appropriate form and resend it.
 - 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 love working and talking with students about the course material and students’ various interests. However, in recent years I have found that I have had to spend the bulk of my interactions with students addressing their questions about course logistics.
 - If you have questions about course logistics (e.g., about blue books), please direct those questions to the TAs. However, we will not answer questions that can be answered if you read the syllabus (or, for exams, the study guide). We will either not answer or write back a one-word response: “syllabus”
 - However, if you have questions about the substantive course material (e.g., why Jackie Robinson at times encouraged support for Republican political candidates), by all means please reach out to me!
- It is your homework every day to check your UC Davis email account for emails that come from me. 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.
- Answers to questions that you ask might benefit others as well, so I might forward your questions (with your name removed) with my answers to the class as a whole.
- 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 reserve the right to lower your overall grade by (by lowering your Free Points/Participation grade) if you send the TAs or me emails of the kind that I have just listed (inappropriate phrasing or involving things you can get from the syllabus, etc.).

Course Materials

- **Power Point Slides:** Power point slides will be available through Canvas usually by the morning of a given lecture.
 - In Canvas, Power Point slides are listed (under the “Files” tab) 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 download or 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.)
 - 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.
 - 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.
 - 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.

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.)
 - If you leave the classroom while others are still working on their exams, please be very quiet so as to avoid disturbing them.
 - Please 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 some 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.)
 - If you are unable to take the final exam on time (even with an excused absence), you will probably get an "Incomplete" for the class, which you will need to complete in a later quarter at the instructor's convenience.
 - 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.
 - If you miss an exam without previously setting up a make-up exam, you should expect a zero for your grade on it.

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. We will not respond to such requests.
 - If there are TAs for the class, the TAs handle all the general logistics, grading, taking in assignments and turning back of assignments. **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 solely and automatically 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 Free Points/Participation grades of students who are engaging in those activities.
 - Inappropriate or rude behavior will lead to lower Free Points/Participation scores, lowering your overall grade in the course.
 - In-class chatting or horsing around with your classmates will lead you to receive lower Free Points/Participation scores.

- In-class use of your phone (except for recording lectures) will lead to you receiving a score of 0 for your Free Points/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 (in classes in which there is a class participation grade) 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: https://scheiner.faculty.ucdavis.edu/wp-content/uploads/sites/755/2022/08/policy_on_regrading.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. <https://scheiner.faculty.ucdavis.edu/teaching/letters-of-recommendation-for-undergraduates/>

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 Free Points/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' Free Points/Participation scores will be affected accordingly.