

## General Guidelines

Mr. Wise  
Spring 2008

1. 5 or more absences result in your being dropped (or, if after the 60% date, 4/4) failed. Roll is taken online and recorded to MyGradebook. Two tardies count as one absence. Make attendance and promptness top priorities.

2. Makeup tests allowed by prior arrangement only. Without advance notice and my approval, you will not be allowed to make up a scheduled exam. If you are absent, contact a reliable fellow student to find out what went on in class. Please do not ask me to give you a complete recap of what I covered in an entire class. I can only give you a synopsis. Obtain the full version from a reliable student. You should have the work due prepared on the day that your return.

3. Late papers are scored as follows:

a. -25% for any paper handed in after the beginning of class on the due date.

b. -50% per day thereafter. On occasion, papers may be submitted via email if approved by me.

**Use only MSWord 2000 or later. I cannot access others.** I am happy to review your essay and include comments prior to the due date. Take advantage of this service.

5. All scores are recorded on mygradebook. Be sure to let me know if I made any mistakes. I will fix them immediately (more on mygradebook later). 20 points will be allowed for bonus this semester.

90-100%=A

80-89%=B

70-79%=C

60-69%=D

Classwords are identical to passwords this semester. Your personal password is your P.C. student i.d. # including the two zeroes on the front. Classwords are as follows:

PO5O= 509:35

101A= 101a11:50

101B= 101b12:45

6. New!!! Although your lowest exam score (excluding the final exam) will be dropped at the end of the semester, if it is obvious that you "blew off" a test, i.e. did not make a solid effort, I will not drop that score. Although you will be allowed at least one rewrite of an out of class essay, the same rules apply.

7. Office hours:

MW 11:45 – 12:45

TTH 8:35-9:35

TH only 1:55 – 2:55

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