

San Jose State University
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Supplementary Class Information on Requirements and Decorum

-If you are having ***verifiable and understandable*** problems of a personal nature, then don't wait till the last moment to discuss them with me. I am willing to listen and be flexible, but only within reason and with the following additions:

-Incompletes:

- a) They are to be arranged before the final, not after.
- b) There must be a written agreement made in advance of the final exam; that must be followed to the letter, or I withdraw the incomplete.
- c) Incompletes are not substitutes for avoiding a low grade or failing. You should have good class standing to request an incomplete.
- d) I don't give extra credit to make up incompletes.
- e) Only one item can be missing. With these classes, that means a paper, never a test, especially the final.

-Family emergencies can regrettably happen, as can work related issues. I am not unsympathetic to these issues at all, but don't expect the instructor and the course to make up the difference. If you've not been able to come to class and keep up with assignments, then it is time for you to consider taking the class again.

- There is no extra credit in any of my classes, only the assigned work. So do the assigned work.

- The grades I give are carefully considered with feedback on everything either in writing or orally to the class as a whole (e.g.: reviewing a midterm). I never like to haggle about grades, particularly in sound-byte format before or after class. If you have a question about a grade then take the assignment home, look at what you did, figure out why I responded the way I did and then come back with a good argument as to why the grade is wrong. Appeals to emotion won't do it.

-All final grades are final. There are no exceptions to this, unless I forgot to put the points in for something. This is also the policy of the Administration. Otherwise, no arguments, I grade fairly and strictly per syllabus; no exceptions, period.

-Midterms and final decorum. Please take care of any personal issues prior to taking the test. No one should leave the room during the closed book portion of the test, unless there are medical reasons.

-I do not like to accept too much late work. I will not accept papers via email, no exceptions. I may, however, assign some homework to be turned in via email to me. That is acceptable.

-All cell phones should be shut off prior to the beginning of class. Laptops are not always necessary and it has been my experience that students are unnecessarily distracted by the net availabilities. Take good notes. There may be times when a laptop is OK, such as the first day of class. I'll note that, the rest is negotiable with each class, but the professor is not entirely on the side of allowing them universally.

-You must have my prior approval to record any lecture or lectures with a recording medium. Approval will only be given to those with verifiable conditions that prevent them from taking notes.

-No in-class chitchat. I have no time for this. And, I add, this is especially true with the contemporary version—twitter. I have no patience for this kind of activity and it *will affect your*

grade. This is a university and I expect the students to behave with the appropriate professional attitude. If there are more important issues for you, then leave the class.

-The professor's computer is not a "class computer". It is personal property. You bring your own computers for presentations. If you have none, there are locales on campus where you can borrow a laptop.