

Other Class Policies

Email

If you have any questions about the material, send me an email. Sometimes it will be more effective to discuss those questions in office hours. If that is the case, I will ask you to come to my office. I will try to respond all emails within 24 hours. If you have any administrative issues covered in the syllabus, please check it before asking me. If after checking the syllabus you still have any questions, come directly to my office during office hours. I will not answer administrative questions over the email.

According to FERPA, we are not allowed to discuss grades via email. If you have any questions or concerns about your grade, please come to my office during office hours.

Office Hours

At the top of this syllabus you can find when and where my office hours take place. If you cannot make it at any of those times, send me an email and we can set up an appointment outside those hours.

Laptops/electronic devices

Laptops or other electronic devices are not allowed in class.

Course Outline

Week

University PoliciesAccommodation for Disabilities

If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Services in a timely manner (for exam accommodations provide your letter at least

