

**HIST 3376: Medieval Europe I**  
**Fall 2018, University of Texas, Arlington**

**Instructor:** Dr. Kristan Foust

**Office Number:** UH 350

**Class Time and Place:** UH 01, MWF 2-2:50 PM

**Office Hours:** MWF, 1-2 PM

**Email Address:** [Kristan.Foust@uta.edu](mailto:Kristan.Foust@uta.edu) [DO NOT EMAIL UNTIL YOU HAVE READ THE ENTIRE SYLLABUS, THE EMAIL POLICY, Q&A, AND BLACKBOARD ANNOUNCEMENTS.]

**DESCRIPTION OF COURSE CONTENT:**

This course covers the history of Europe from 300-1000 CE with the rise of new states and cultures in western Europe and Byzantium after the Roman Empire's breakdown; institutional Christianity and the medieval papacy; foundation of the Holy Roman Empire; and Islam at Europe's borders.

**Outline of Topics:**

1. the Third Century Crisis, Diocletian, and Constantine
2. Christian Persecution, Martyrdom to the Great Commission
3. Canonization and Eusebius
4. Early Christianity, Heresy, mystery cults
5. German migrations and invasions, intro to Byzantium & Justinian
6. Germanic institutions and Law codes
7. Early Christianity through Late Antiquity, Roman Christianization
8. Saints, Desert Fathers (Plato's Phaedo), Monasticism, Augustine, Benedictine Rule
9. 7th and 8th centuries & Bede
10. The origin, rise, and expansion of Islam
11. Byzantium, iconoclasm, Venice, Jews in Early Medieval History
12. Charlemagne and The Carolingian "Renaissance"
13. Feudalism
14. Vikings
15. Poverty and marriage in the Middle Ages
16. Papacy, politics, ecumenical councils

**STUDENT LEARNING OUTCOMES:**

Students who successfully complete this course will...

1. Understand medieval demographics and their characteristics from ca. 300 CE to 1000 CE
  - 1.1. Demonstrate knowledge of the various cultures
  - 1.2. Know the characteristics and contributions of various cultures from ca. 300 CE to 1000 CE
2. Evaluate factors and patterns in the major sociopolitical and religious changes in late antiquity and medieval Europe and the Mediterranean
  - 2.1. Explain arguments over class struggle with rise and fall cycles
  - 2.2. Synthesize the various factors of religious transitions
3. Think critically about major themes in the medieval world
  - 3.1. Analyze the roots and belief systems of the medieval world's major religions
  - 3.2. Draw conclusions about social constructs and social identity as it relates to gender roles in the ancient and modern cultures
  - 3.3. Demonstrate ability to interpret how laws and other primary sources reflect the belief and value system of the culture

**REQUIRED TEXTBOOKS AND OTHER COURSE MATERIALS:**

## **Textbook**

Clifford Backman, *The Worlds of Medieval Europe*, **Second or Third Edition**. Oxford University Press, 2014. ISBN: 9780199372294 \$4-50 rent, buy used, buy new.

## **Required Reading and Assignments on Blackboard**

The class can be accessed through Blackboard Learn at <https://learn.unt.edu/>.

Weekly reading will be posted on Blackboard as well as assignment details.

Tutorial videos on YouTube here:

<https://www.youtube.com/watch?v=36kDE4lvRml&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>.

## **Additional Primary Sources and Resources Here**

<http://www.medievaleuropeonline.com/> (textbook website with study aids)

<http://legacy.fordham.edu/halsall/sbook2.asp#conc2> (Fordham's *Internet Medieval Sourcebook*)

## **PROFESSOR'S EXPECTATIONS:**

I expect that students will...

- Follow directions exactly
- Work hard and work early
- not cheat, plagiarize, collude, or commit other acts of academic dishonesty
- participate fully by attending class regularly and being prepared for discussions and assignments.
- Ask for help when needed.
- Check student email daily
- do college-level work on all assignments. You are expected to know how to read, write, and memorize before starting this semester
- Turn in work ON TIME.
- Follow the directions.
- show respect to your instructor and your fellow students in all interactions

**\*Transferable skills: Your future employers will expect you to do all of these things**

## **REQUIREMENTS AND GRADING:**

10%	Daily participation, discussion and activities
20%	Pop quizzes over reading and lecture
20%	1 Research Paper
<u>50%</u>	<u>2 Exams</u>
100%	

## **Notes on Grading:**

- Follow ALL of the directions exactly for every assignment TO RECEIVE FULL CREDIT
- Your grades will be posted on Blackboard as soon as possible. IMPORTANT: **BLACKBOARD POINT ACCUMULATION IS WRONG. DO NOT FOLLOW THE POINTS.** TO ACCURATELY CALCULATE YOUR GRADE USE THE GRADE CALCULATOR SPREADSHEET ON BLACKBOARD.

**\*Transferable Skills: Following directions is an essential for success in your future career. Employers do not have systems of extra credit.**

## **MAKE-UPS, LATE WORK, EXTRA CREDIT:**

- Late work is NOT usually accepted. Emergency documentation such as a doctor's note must be submitted (emailed) to the professor. All documentation must be received within 24 hours. All approved late assignments must be submitted within 1 week.
- Make-up exams will only be offered for substantial documentation at the discretion of the professor. ALL make-ups will be all-essay.
- In-class participations cannot be made-up. Make-ups are all-essay.
- Finals CANNOT FOR ANY REASON BE TAKEN EARLY. Finals must be taken at the scheduled time without exception
- No extra credit. 100% of your grade is your responsibility. Take it seriously.

\*Transferable skills: Learning excellent time-management skills will help you have an effective work-life balance and fully devote yourself to your family, friends, and career. Learning excellent time-management skills can help you land the job you want! Learning to work early and meet deadlines is an essential life skill. Your employer will not offer extra credit. They will expect you to get all of your work done and do it well. You are judged based on your job performance and could lose your job for not taking responsibility or taking your workload seriously.

#### CALENDAR OF IMPORTANT DATES:

- Every class be prepared for pop quiz over reading and lecture
- Every day be prepared for discussion of an in-class activity
- 8/27 Topic due
- **8/31 Library and research day**
- 9/10 Annotated bibliography due
- 9/17 Thesis statement due
- 9/24 Outline and abstract due
- 10/1 Test 1
- **10/8 Paper writing day**
- 10/10 Rough draft with revised bibliography due (Three printed hard copies and one Blackboard submission)
- 10/15 Peer proof reading due
- 11/19 Final Draft due
- 12/7 Final 2-4:30

#### Class Cancellation

If class is canceled for ANY reason your assignments may still be due on the date specified by the syllabus. You are expected to check Blackboard-. That means I may put a quiz on Blackboard. It is important for you to check your university email frequently.

## ASSIGNMENTS:

### Daily Participation, Discussion and Activities

Attendance, attentiveness, good classroom behavior, and punctuality are an expectation. To get credit for participation or take the quizzes, **you MUST be in class. You cannot make-up participation points.** There may be multiple assessments or activities throughout the class. Also included in this grade is your classroom behavior. **If you are tardy, leave early, or disturb class through talking, improper use of electronics, or sleeping you will NOT get full credit,** points WILL BE deducted from your grade.

**Classroom Environment and Behavior:** Do not distract other students. In-class you need to be engaged in the classroom discussion and lecture. **Outside conversations with other students and cell phone use unrelated to class should be taken out in the hall as they distract other students from learning. You may be kicked out of class for disruptive behavior (such as talking or using electronic devices inappropriately).** Be courteous of other students in the classroom. Consistently be prepared and participate. We want an atmosphere of learning. Listen, be open minded, teachable, and willing to **admit if you are wrong.** It is essential that the classroom environment **cultivates learning and diversity.** Our job in this course is to engage in high-level discussion and debate over primary sources and ideas. It is imperative to listen to one another and learn from one another by considering, constructively criticizing, and scrutinizing all viewpoints, including yours.

**Cell Phones:** The use of electronic devices (including but not limited to laptops and cell phone) outside of Blackboard assignments and note taking is strictly prohibited. **Cell phones need to be far away from your hands during lecture.** Please keep your phone silenced. If you have an emergency call please let me know before class, sit near the exit, and quietly step out if you need to take it. No phones during tests. Do not use electronic devices during tests or quizzes.

**Using Resources & Following the Email Policy:** Included in this grade is the proper use of your resources. Be familiar with the Email Policy included in this syllabus. **Improper use of email will deduct from your participation grade.**

**\*Transferable skills: Employers expect you to be on-time and ready to go at the scheduled time. They will not tolerate consistent absences or laziness or disruptive behavior. Debating the concepts and writing will build essential critical thinking skills that will benefit you in a wide variety of fields. Learning how to learn is an essential skill you need for all employment opportunities.**

### Quizzes

The frequent quizzes cover the reading assignments, class lectures, and discussion. The quizzes are have multiple choice, short answer, matching, and multiple answer questions. You are expected to keep up with the class reading and lecture as we progress through the course. All quizzes are comprehensive. These should be an indicator for you to measure how effective you are at reading, note taking, and memorizing. This should hold you accountable for reading and force you to review your notes before each class so that you are not stuck cramming before the exams. **All quizzes are comprehensive.** It may be wise to get a few phone numbers or emails of your classmates in the event that you have to miss class. There are no make-up quizzes. You MUST come to class.

**\*Transferable skills: Learning to take good notes, retain information, keep trying until you succeed, and practice using a variety of online platforms are all skills employers seek.**

## Exams

**Be early on test days. You cannot start the test if a student has finished the test.**

All tests are cumulative. The tests may include multiple choice, identification questions (IDs), short answer, lists, and essays. Content for the assessments includes lecture, discussion, textbook reading, and primary source reading. **You may need a scantron 882-E for the test. This will be announced. If a scantron is required you must also bring a #2 pencil. Make-up exams will only be offered for substantial documentation at the discretion of the professor.**

**ALL make-ups will be all-essay.**

What is the best way to study for the test?

- 1) Take excellent notes and/or record the lectures.
- 2) Go over your notes after every class and jot down mnemonic devices to remember names and events and lists in the margin of your notes.
- 3) Practice writing outlines of the important points of that lecture period topic

**\*Transferable skills: Effective and excellent communication skills through writing are a general requirement for most careers.**

## Research Paper

**See details for these required components on Blackboard in the Research Paper folder.** You will also find detailed instructions and the rubrics in that folder. All of the assignments are submitted on Blackboard. The ROUGH DRAFT needs to have 3 hard copies and one Blackboard submission.

**\*WARNING: To receive full credit you must follow ALL of the directions on the Writing Guide that is posted on Blackboard.**

**\*\*if you do not follow the Writing Guide rules and directions on Blackboard, 25% will be deducted from that assignment grade.**

\*\*\* For all of these components, **no quotes are allowed EXCEPT your rough draft and final draft** can have no more than 3 quotes no longer than 4 lines each. All other information must be paraphrased, in your own words (not just rearranging the author's words).

\*\*\*\* **Plagiarism: Plagiarism is using someone's ideas without giving credit. Even if the ideas are paraphrased and in your own words, without a CORRECT citation that is plagiarism. Rearranging someone else's words, while not a direct quote is NOT paraphrasing. Even when cited, that is plagiarism. Incorrect citations count as plagiarism.**

### **Paper components and points:**

- |                                   |   |                  |
|-----------------------------------|---|------------------|
| • Topic                           | 5% of 20% = 1% of your final grade      | due August 27    |
| • Annotated bibliography draft    | 10% of 20% = 2% of your final grade     | due September 10 |
| • Argument based thesis           | 10% of 20% = 2% of your final grade     | due September 17 |
| • Outline and 500 word abstract   | 10% <b>each</b> of 20% = 2% <b>each</b> | due September 24 |
| • Rough draft w/ new bib to peers | 20% of 20% = 4% of your final grade     | due October 10   |

**\*\*\* THREE HARD COPIES REQUIRED FOR THE ROUGH DRAFT\*\*\***

- |                                  |                                     |                 |
|----------------------------------|-------------------------------------|-----------------|
| • Proof the papers of your group | 5% of 20% = 1% of your final grade  | due October 15  |
| • Final draft                    | 30% of 20% = 6% of your final grade | due November 19 |

**\*Transferable skills: Writing well and learning from your mistakes is an essential component to success in your future career.**

## THE ENGLISH WRITING CENTER (411LIBR):

Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In **Quick Hits** sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>.

## FOUST'S POLICY ON CHEATING PLAGIARISM, AND COLLUDING:

If you **cheat, plagiarize, or are caught colluding** you will be punished up to and including, but not limited to, the following: **expulsion, suspension, getting kicked out of the college, failing the class, and/or failing the assignment with a 3/100**. The penalty will be determined on a case by case basis.

*\*Transferable skills: Plagiarism is illegal. If you do this in a job you could be fired, fined, or go to jail. Cheating in a career, or in other areas of your life, can lead to being fired fines, or jailtime. Your reputation is the most valuable thing you own. Your integrity is something that NO ONE can ever take away from you. Guard it and make it excellent. Furthermore, if you cheat, plagiarize, or collude you are eliminating your opportunity to learn the other transferable skills acquired by completing the assignment.*

## ACADEMIC INTEGRITY:

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

## Code of Student Conduct

You are required to know and follow the legal and university guidelines regarding plagiarism and dishonesty. Cheating is not tolerated. For the purpose of this class **plagiarism is when you quote OR PARAPHRASE from something (anything except my lecture, including the textbook) and do not cite it**. So, that means if you even look at another source other than your lecture notes it must be cited, see **writing guide** for details. UTA considers cheating, plagiarism, and collusion forms of scholastic dishonesty. For additional information on UTA's academic integrity guidelines for scholastic dishonesty see <http://www.uta.edu/conduct/academic-integrity/index.php>. If you are not clear on how or when to reference your sources you can use the tutorial here <http://library.uta.edu/plagiarism/index.php>. The best practice is to OVER cite your work. Always give references.

## EXPECTATIONS FOR OUT-OF-CLASS STUDY:

A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3-9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

## UNIVERSITY INFORMATION AND POLICIES:

### Grade Grievances:

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. That being said, note my policy on make-up work. It is important that you communicate with me regarding your options prior to filing a grievance. No faculty members, department, school or college may create his/her/its own grade grievance policy. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>.

### Drop Policy:

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance or poor grades.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://web.uta.edu/aao/fao/>).

### Disability Accommodations:

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.  
**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.



**Title IX (Non-Discrimination Policy):**

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**MavAlert Emergency Notification System:**

MavAlert keeps the University community informed in the event of a campus emergency by sending early warning text and voice messages to phones, email accounts, and other registered communications devices.

Students, faculty, and staff should update their phone numbers through MyMav at [uta.edu/mymav](http://uta.edu/mymav).

**Emergency Exit Procedures:**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, **which is located in the front or back of the classroom**. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Campus Carry:**

**Campus Carry Policy:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>.



### **Student Support Services:**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

### **EMAIL POLICY:**

#### **Electronic Communication:**

*The purpose of these guidelines is to teach self-reliance, problem solving, and professional email protocol.*

**\*Transferable skills: Employers expect you to listen and remember. They expect professional communication. They expect problems solving and self-reliance based on resources, especially when the answer is readily available.**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Electronic communication will ONLY be sent to your college email address because of FERPA regulations. All students are assigned an email account and are responsible for checking it regularly. **Access your email at [UTA.edu](http://uta.edu).** For this class, all emails will also be posted as announcements on Blackboard.

### **Policies and Etiquette:**

*The purpose of the email policy is to teach self-reliance, problem-solving skills, and introduce you to professional email protocol that will be useful in your future careers.*

1. Try to avoid emails if at all possible.
2. All emails must be sent from your student email account. I cannot and will not respond otherwise if the email is not issued by the college. Sometimes non-college emails are linked to the Blackboard account. Be mindful of this. **USE THE EMAIL ASSIGNED BY THE COLLEGE.**
3. So that I can find your information quickly, all emails should have the ONE of the following subject lines based on YOUR section with your first and last name:  
**HIST 3376: Medieval Europe I: First and Last Name**
4. I am generally NOT able to respond to emails after 6 PM.
5. It is very important to be courteous and polite in written correspondence. I am on your side and want to help you. I believe you want to do your best. It is of utmost importance that we keep written communication professional.
6. No calls, texts, or social media correspondence will happen between the student and professor.
7. If you have a medical emergency send documentation by email within 24 hours or ASAP.

8. Do not email assignments, especially late ones, unless we have previously discussed the issue OR if it is accompanied with a screen shot of your Blackboard tech support ticket with a time stamp before the due date. Work early and contact tech support.
9. Do not send an email asking a question that is answered on the syllabus, in class, or on Blackboard. Exhaust ALL of your resources. If you send an email asking something answered in the syllabus or in class YOU WILL LOSE POINTS FROM YOUR PARTICIPATION because this shows you were not actively engaged in class. If you have violated this Email Policy you will receive an email response that says "Please see syllabus." **\*You CAN ask ANY question in my office or before or after class, even things already been covered.**
10. Following is a list of commonly asked question and answers. Read these before sending an email.

### **ANSWERS TO COMMONLY ASKED QUESTIONS:**

Q: I missed (all or part of) class, what did I miss? Was there anything important?

A: I think every class is important. Get the notes from two or more classmates. **You cannot make-up participation points even for excused absences.** Please send me documentation of your absence. I will not excuse participation points for sports or non-emergencies.

Q: How do I set an appointment for an office visit?

A: You can always come in my office hours. For online classes, you need to email me your question. I may be able to answer by email. If not, **DO send an email** with your available times and I will work out a time with you on campus.

Q: I have Blackboard issues and cannot submit my assignment.

A: Contact tech support. Work early. Email me the assignment WITH documentation from tech support. Do not trust Blackboard. It frequently breaks. Work early and save often. **TRIPLE CHECK THAT YOUR ASSIGNMENT WAS SUBMITTED PROPERLY.**

Q: My computer/internet/technology crashed so I could not complete the assignment, can you reset it or can I turn it in late?

A: No. Find a friend or a library. If you have tech issues, contact tech support. Work early. Procrastination is not a valid excuse for anything ever.

Q: When will the assignment be graded?

A: The answer to this question is ALWAYS I promise I am grading as fast as I can. My general turnaround time on grades is 1-3 weeks. Some semesters I have up to 500 students. My teaching philosophy is that my students truly learn, retain, and apply their knowledge. To assess this I use a variety of assignments including multiple papers and essays that simply take a long time to grade. I grade in the order I receive the assignments. Again, I promise I am grading as fast as I possibly can.

Q: I am failing or not making the grade I need. What should I do?

A: Use the Grade Calculator on Blackboard to project if it is still possible for you to pass the course. If it is now mathematically impossible for you to pass the class you could consider talking to an advisor to drop or withdrawal from the class. You need to follow the syllabus, always come to class, follow assignment guidelines, take notes, and study often to be successful in this class. Keep track of assignment due dates.

Q: What is my grade in this class? Can I pass this class?

A: Your grades are all reported on Blackboard. Use the grade calculator I have put on Blackboard under Course Content to estimate your grade. I can help you calculate after class or **in** my office hours or before or after class. **This question does NOT need to be asked in an email.**

Q: I need to make at least a certain grade in this class, can you curve my grade or can I do anything else?

A: You will be treated equally with all of my other students. **Your grade will not be curved. It is unethical to treat one student differently from the rest of the class. It is offensive to ask me to do something unethical (such as special treatment because of your circumstances).** If you are asking about special treatment the answer is NO. I will not curve grades on an individual basis, nor do I generally curve grades at all. You have the power to earn your grade. Take the participation and take-home activities seriously.

Q: I have a good reason for missing an assignment or doing it incorrectly. Can I fix it or turn it in late?

A: You cannot redo or revise assignments. You cannot submit late work without **medical documentation or another documented emergency**. Follow the directions exactly. Work early. Expect life to throw things at you that will make it hard or impossible to get things done on time. Ask questions about the assignment WAY before it is due if you do not understand the syllabus or directions.

Q: Why did I get X grade on my paper or essay?

A: Read ALL of my feedback on your paper and look at the rubric for the paper to see where you lost points. Directions on how to view this information are provided on Blackboard in the "Blackboard navigation folder."

Q: I am unsatisfied with my grade on an assignment. Why did I get this grade and what can I do to improve it?

A: I am very excited to teach you how to improve on your papers. Please ask me how you can improve on your papers and tests, but only AFTER you have read through my feedback and the paper rubric on blackboard that tells you where and why you lost points and how you can do better. THEN, after reviewing my feedback, you can ask for clarity. Do this BEFORE you write Paper 2 and 3 so that you can get perfect scores! In the clarity email, include details and examples (even pictures and copy and paste sections) to help me answer your questions better.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381