Welcome to MMW 15!

Purpose of Section: Section is intended to provide students with a forum for engaging in material presented during lecture and the assigned readings. As such, please come to section prepared to discuss the content and concepts from lecture, readings, and the course generally. In order to do this effectively, you are required to bring your copies of the readings prepared for that day to section. In addition to closely examining course material, we will also work to develop close reading, research, and academic writing skills as you work through this quarter’s writing assignments.

Attendance: Section attendance is mandatory. Any absence will affect your participation grade (excused or unexcused). If you miss three sections (excused or unexcused) you will FAIL section. If you miss four sections (excused or unexcused), you will FAIL MMW 15. Attendance will be taken at the beginning of each class; if you are consistently late to section, your participation grade will be affected.

Classroom Conduct: We will be engaging in critical dialogue in section. In order to have a fruitful discussion where opinions and worldviews may differ, a respectful atmosphere must be maintained. It is expected that students will be conscious of their words and actions in section in order to create a learning space where all students feel comfortable. Cell phones and laptops are not permitted in section. If devices are needed, I will let you know ahead of time.

Grades: The section grade is 10% of your total grade for MMW 15. Section attendance and participation, homework assignments, and quizzes will comprise this grade. If you are uncomfortable speaking up in class, please come see me individually and we will find another way to make sure you are participating. Participation on Piazza (ongoing discussions, posting questions, etc.) also counts toward your section grade.

Letter Grade Requirement: You must take all MMW courses for a letter grade. If you have signed up for MMW 15 pass/no pass, immediately change your option to the letter grade, or you will not fulfill the ERC General Education Requirement and will have to take MMW 15 again.
**Late Policy:** All papers must be turned in directly to me as a **hard copy** in section, lecture, or office hours. In addition to this hard copy, you must also submit an electronic copy of the final assignment to [www.turnitin.com](http://www.turnitin.com). **Papers left in my mailbox or in the MMW office will not be graded.** You will lose 1/3 of a letter grade for each day a paper is late (this includes weekends). If you are unable to attend section the day an assignment is due, you must make other arrangements to submit your work. In addition to taking the final exam, and attending section regularly, you must submit **ALL** writing assignments (both as hard copy to me and on turnitin.com (final assignment only)) in order to pass the course.

**Email Policy:** The best way to contact me is to come to my office hours or make an appointment to see me outside office hours if those do not work for you. Otherwise, there are a couple options for contacting me. During the week, I will respond to emails within 24 hours. Over the weekend and on holidays, please allow up to 48 hours. Furthermore, I will not respond to emails the night before an exam or paper. I encourage you to contact me with questions, comments, or concerns, but you will need to make sure to plan ahead, contacting me sooner rather than later, especially with questions related to papers or exams.

Things to think about when sending out emails to professors and TAs: Consolidate multiple questions into one email before sending. Make sure to include your first and last name, as well as your section number, in all email correspondence. Use proper spelling, capitalization, and punctuation when writing emails – think of it as good practice for your papers!

**Piazza:** We will be using Piazza this quarter as a way to continue to communicate outside of section (reminders, announcements, etc.) and complete section-related homework assignments. Sign up as soon as possible. In addition to its use for reminders and homework, Piazza is an excellent tool for asking general course- and assignment-related questions. Your colleagues may have the same question, or even know the answer, and they will be able to get back to you faster than I will.

**Academic Integrity:** Academic dishonesty will not be tolerated. This includes plagiarism, cheating, fabrication of sources, and unauthorized collaboration. To review UCSD’s definitions and policies concerning academic integrity, please visit [http://academicintegrity.ucsd.edu/process/policy.html](http://academicintegrity.ucsd.edu/process/policy.html). Please also pay close attention to the MMW Program Policies for Writing Papers (available on the MMW 15 website) for guidelines for your assignments.

**Looking forward to a great quarter!**