

Terms of Agreement: Please read these terms of agreement (“policy sheet”) carefully before committing to this class. By continuing to be enrolled in this course, you are agreeing to be bound by the terms outlined here. If you do not agree to the terms herein, you may drop the course.

This policy sheet applies to the entirety of the course for both the pupil (hereafter referred to as “student”) and Professor Therí Pickens (hereafter referred to as “professor”). This policy sheet is designed to protect both parties from as many misunderstandings as possible, by ensuring that they each understand the basic rules, governing regulations, and their responsibilities within the course. This policy sheet does not refer to any courses taught by professors other than the one who issued it. This policy sheet is also not to be explicitly considered “best practices” for other courses or professors, nor is it required to mimic the policy sheets or best practices for other courses or professors.

This policy sheet is not designed to cover all possible outcomes of the course. Any situation not expressly covered within this policy sheet will be resolved at the discretion of the professor.

Article I. Professor Obligations

Section I.01 Out of a desire to fully equip students, professor will provide the foundation necessary to engage in course material:

- (a) Syllabus
- (b) Terms of Agreement
- (c) Electronic Readings (when appropriate)
- (d) Lectures (when appropriate)
- (e) Inviting guest speakers

Section I.02 In order to create the unwavering support and stringent accountability necessary for learning, professor will push students during classroom instruction and in office hours to engage deeply with material. This includes but is not limited to:

- (a) Asking for input from specific students
- (b) Asking provocative questions
- (c) Reorienting discussion
- (d) Querying student comments
- (e) Incorporating classroom activities
- (f) Correcting misinformation or highlighting problematic commentary

Section I.03 As a way to ensure forward movement in learning, professor will return graded materials in a timely fashion

- (a) Timely is defined as within a week of the assignment deadline
- (b) Exception: Professor has been traveling or ill. In the event that either situation (or a comparable situation) occurs, professor or designated party will inform the students.

Section I.04 In the spirit of professionalism, professor will alert students to any changes in the course that affect workload, due dates, and availability of materials.

- (a) Alert will be issued as soon as the professor knows of the change and has an alternative plan.

Section I.05 To assist in one-on-one learning, professor will hold consistent office hours.

- (a) Office hours begin during the second week of classes and end during the last week of classes.
- (b) Office hours will be available via Calendly, Professor's email signature, and Lyceum.
- (c) The link to office hours is on Lyceum.
- (d) In the event the Professor has to miss office hours, students will be informed by email.
 - (i) *Make up office hours may follow. This is dependent on the professor's schedule.*
- (e) Because office hours are by appointment, students are strongly encouraged to keep appointments. If a student cannot make an appointment to which they have committed, the student must notify the professor.
 - (i) *Nota Bene: Professor makes her schedule on Sunday of the week prior. Student strongly encouraged to check Calendly accordingly.*

Section I.06 Out of respect for the learning environment, professor will take precautions to ensure classroom safety. These precautions include but are not limited to:

- (a) Halting instruction or shutting down a discussion thread.
- (b) Asking a student to not participate
- (c) Alerting appropriate authorities if someone poses a danger to self or others
- (d) Contacting safety personnel

Article II. Inside the classroom

Section II.01 Names, Pronouns, etc

- (a) Student and Professor will make clear what names and gender pronouns they have.
- (b) Out of respect, Student and Professor will not refer to each other by names or pronouns other than the ones given.
- (c) Professor wants to be referred to as "Dr. Pickens" or "Professor Pickens." Her gender pronouns are she/her.

- (i) Nota Bene: There is a lot of confusion about whether PhDs are “real doctors.” The Middle English and Anglo French root words for “doctor” mean “to teach,” indicating that “Dr.” is an appropriate title. “Physician” – with which ‘doctor’ is often interchanged in English – has an altogether different etymology.*

Section II.02 Attendance

- (a) Student is not required to attend all classes, nor is the student required to produce material verifying the necessity of absence.
- (b) Student does not have to inform Professor of absence, but the courtesy of doing so is appreciated and considered a useful professional practice.
- (c) Student is responsible for material presented in classes whether present or not.
- (d) In the event of absence, student will have missed important information. Student should procure notes from another student after which a consultation with the professor may be necessary for clarity.
- (e) Professor will not reteach the course during office hours for absent students.

Section II.03 Participation

- (a) Participation and attendance are not equivalent.
- (b) Participation includes but is not limited to the following:
 - (i) Clarifying questions*
 - (ii) Critical questions*
 - (iii) Thoughtful statements*
 - (iv) Taking intellectual risk*
 - (v) Adding to an intellectually engaging & exciting environment*
 - (vi) Exhibiting behaviors that assist in the common goal of learning*
 - (vii) Pointing the class to the reading materials*
- (c) Not all behaviors above will be weighted equally
- (d) Participation grade can be raised or lowered based on performance.
- (e) No recording equipment allowed in the classroom for reasons of privacy and respect for the closed circuit of the learning environment.

- (i) Exceptions must be preapproved by Professor.*
- (f) Participation does not equal perfection. Mistakes are encouraged and will generally be positively noted as such for the purposes of learning.

Section II.04 Discussion

- (a) Class discussion works best when all parties participate thoughtfully and critically. This means being sure to not take up too much or too little space.
- (b) Discussion and argument are not equivalent. The goal is to discuss ideas and think through them using the course material, and outside knowledge.
- (c) Discussion may challenge one's personal beliefs or be emotionally difficult.
- (d) Discussion often thrives when participants demonstrate that they are learning and do not have all the answers.
- (e) Students encouraged to express opinions openly and freely.
- (f) Abusive commentary, insults, and the like are not permitted.
 - (i) *If said behavior persists, student will be asked to stop participating and will not be allowed to do so until after having met with the Professor.*
 - (ii) *Professor may require student provide public acknowledgement of behavior and/or apology in order to rebuild intellectual community.*

Section II.05 Reading and Written Assignments

- (a) All reading assignments must be completed by the time of course instruction. (i.e. If the class will read a novel for a specific date, the entire novel must be completed by that date.)
- (b) Discussion board posts must follow instructions on Lyceum.
- (c) All written assignments must be typed, with 1" margins, and Times New Roman 12 pt font, in doc. or docx. files. No pdfs or google docs unless explicitly requested. These documents will not be graded. Students will not be allowed to resubmit.
- (d) All written assignments must follow current MLA style. If the student is unfamiliar with MLA style, the student is encouraged to use available resources to find it, and learn it.
- (e) All written assignments must be turned in electronically.
- (f) Student with concerns about written assignments should see the Professor with those concerns immediately. (See Article 1, Section 1.05)
- (g) Professor will provide tips and tricks for writing assignments during class and office hours.
- (h) Professor cannot read drafts over email. Students must attend office hours for one-on-one writing assistance.

Section II.06 Grading

- (a) If a student is not participating in specifications-based grading, all assignments are assessed for clarity and rigor of argument, execution of class instruction, incorporation of materials, close reading strategies, and utility of framework.
- (b) Grammar is not an explicit part of written assessment because it is assumed that grammar is already a part of the student's writing repertoire. If poor grammar interferes with the professor's ability to read an assignment, student and professor must meet.
 - (i) *Nota Bene: If a student has difficulty with grammar, student should alert Professor for proper guidance without judgment or penalty.*
- (c) Extensions will not be granted except in dire cases. These must be approved prior to the assignment deadline.
- (d) Professor does not provide feedback for final assignments. Students are encouraged to make an appointment in the subsequent term.
- (e) Late assignments are not accepted except dire cases.
- (f) Make-up work is not available. This includes make-up examinations.
- (g) Extra credit is not available.
- (h) Students who have concerns about grading and contracts are strongly encouraged to speak to the professor.

Article III. Outside the Classroom

Section III.01 Email:

- (a) Student and Professor will maintain proper email etiquette at all times. Email is a professional communication and should be treated as such.
- (b) Professor will answer all emails within 2 business days unless
 - (i) *answer to question is available in the syllabus or the Terms of Agreement,*
 - (ii) *answer to question is available in the Announcements Thread or FAQ thread or*
 - (iii) *many students have emailed with the same concern (in which case the question will be answered via mass email or information post.)*

Section III.02 Office hours

- (a) Office hours will begin promptly.
- (b) Office hours will serve to clear up misunderstandings, receive assistance, discuss common interests, and ameliorate common concerns. Office hours may serve other productive purposes not listed here.
- (c) Office hours may be conducted via phone during the time specified. If professor is with a student, caller may be asked to call back at a designated time.

Section III.03 Outside events sponsored by professor (learning associates, conferences, etc)

- (a) Students will be informed of relevant activities sponsored by the Professor or other relevant parties.
- (b) Students are not obligated to attend these events, though they are strongly encouraged to do so. Some may serve as optional assignments for the course. Those will be noted on the syllabus.

Section III.04 Peer writing assistance

- (a) Peer writing assistance is available across campus.
- (b) No peer writer is endorsed by the Professor unless explicitly stated in class.
- (c) Students strongly encouraged to discuss peer writing session with Professor.

Section III.05 Disability

- (a) Students with disabilities (temporary, permanent, cognitive, learning, mental, or physical) are welcome and valued in this classroom.
- (b) For their own success, students with disabilities should indicate their needs as soon as they are aware of them. They may choose to do so through the Office of Student Affairs' office.
 - (i) *They do not need to discuss these accommodations with the Professor directly, though such a conversation may be useful for both parties.*
 - (ii) *Professor is willing to discuss accommodations suggested by Office of Student Affairs. Professor may come up with alternative accommodations or try to create a universally designed classroom.*
- (c) In the event that a student ascertains that they have a disability (temporary, permanent, cognitive, learning, mental, or physical) during the course, this student is strongly encouraged to alert the professor as soon as possible with as much detail as is helpful and comfortable.

- (i) They may choose to do so through the Office of Student Affairs' office.*
- (ii) They do not need to discuss these accommodations with the Professor directly, though such a conversation may be useful for both parties.*
- (d) Students may request accommodations through the Office of Student Affairs' office.
 - (i) Students may request accommodations through relevant parties, accessibility@bates.edu.*
- (e) In the event a student has ideas about the access and set up of the class, professor is open to discussing how to make the classroom accessible. Open to discussion is not equivalent to implementation.

Section III.06 Other Concerns

- (a) Students are encouraged to bring serious concerns about the classroom to the Professor privately first.
 - (i) Student and Professor will meet and discuss this concern.*
 - (ii) Professor will follow up with student via email about the discussion and any possible outcomes or resolutions.*
- (b) If the student does not feel the situation has been adequately resolved, then the student may approach the Department or Program Chair.
 - (i) In the event the Professor is the Department or Program Chair, the student can skip this step.*
- (c) If the student does not feel the situation has been adequately resolved, then the student may approach the Dean of Faculty and/or the Dean of Students.
 - (i) Nota Bene: This approach should be taken only after the above procedures have been followed, not as a primary recourse.*

Article IV. Honor code statement

Section IV.01 All papers, tests, examinations, and other exercises in this course are subject to the Bates College Code of Student Conduct, as outlined in the student Handbook.

Section IV.02 All submitted work must be the product of the student's own efforts, unless credit is given with proper citational practice.

- (a) *Nota Bene*: The singular “student’s” indicates that each student must produce their own work.
- (b) *Nota Bene*: In the event of group work, the work must collectively belong to the students.

Section IV.03 At the bottom of each assignment, please write the following statement:

- (a) I give my word that I have not violated the Code of Conduct during the completion of this assignment. I also give my word that I do not know of anyone else who has violated the Code of Conduct during the completion of this assignment.

Section IV.04 The statement in Section 4.03 must be signed and dated. If the assignment is turned in electronically, typing one’s name and the date will suffice.

Section IV.05 There is a zero-tolerance policy for plagiarized assignments.

- (a) Professor will allow the student to explain.
- (b) If the explanation is satisfactory, the student will receive a warning.
- (c) If the explanation is not satisfactory, the student will fail the course.