Conversations of the West: Antiquity and the Nineteenth Century

Spring 2006

Requirements, Grading, and Incompletes

A. Course Requirements:

1. Absences: Students are reminded that University policy requires attendance at all lectures and recitations. Absence is allowed only for documented medical reasons or religious observance. For NYU’s rules on religious holidays and withdrawal from courses, see the CAS Bulletin.
   
   NB: Attendance will be taken in the lectures and recitations. Students will be penalized for absences as follows:

   - *four* unexcused absences: the grade for Participation (25% of the course grade) is reduced by one point (e.g. from B to C);
   - *five* unexcused absences: the grade for Participation is reduced by one and a half points (e.g. from B to C-);
   - *six* unexcused absences: reduction by two points (e.g. from B to D);
   - *more than six* unexcused absences: automatic F for Participation.

2. Weekly theme: You will be required to write a one-page essay every week on an assigned topic related to that week’s reading and lectures. These themes will be graded for clarity of thought and also for correct usage and grammar.

3. Class participation: This means your presence in the recitations, timely completion of the readings and weekly themes, oral presentations, and other work specified by your Preceptor.

4. Exams: There are two of these in the course of the semester, a midterm and a final. The dates will be announced in class.

   NB: University policy stipulates that students be present for these exams, and students are expected to make travel plans accordingly. There will be NO special arrangements for taking exams and NO make-ups, except for students with incapacitating illness or the equivalent (e.g. serious family crisis). If you have not made and received a prior request for an excused absence or fail to show up for an exam, you will receive an F for that portion of the course grade.

5. Grading: The final grade is calculated as follows:

   Weekly themes 25% (see below for policy on make-ups)
   Participation 25%
   Midterm exam 25%
   Final exam 25%

   Unless you can demonstrate that I or your Preceptor have made a grave error in calculation, WE DO NOT CHANGE GRADES. We are happy to work with you to improve your performance on the weekly themes, but we will not change a grade once it is given. Your chance to improve your course grade comes with the next theme or exam.
Make-ups:

1. Weekly themes: There are *no make-ups* for the weekly themes under any circumstances. If you fail to hand it in on time *without an acceptable excuse*, you will receive an F. If you have an *acceptable* excuse, you will not be penalized but simply receive no grade for that week’s theme.

2. Exams: If you are unable to take the midterm or final because of an incapacitating medical condition, you will be required to notify me by a specified date and provide written confirmation. A make-up exam will then be administered.

C. Incompletes: Incompletes are granted only in cases of extreme emergency. If you cannot hand work in on time because of such an emergency, inform me and your Preceptor as soon as possible.

Prof. Krabbenhoft