

FYC Fall of 2010: End-of-Semester Guidelines

What is due?

- ☐ Original (graded) Evaluation Argument Essay
- ☐ Revised Evaluation Argument Essay
- ☐ Global Argument Essay, with
 - ☐ Works Cited page
 - ☐ Copies or Printouts of Sources Used
 - ☐ Electronic Copy emailed to **claussfyc@gmail.com** (in addition to a paper copy handed in)
- ☐ Aspects of Arguments Take-Home Quiz
- ☐ Argument Analysis Essay (using King's "Letter from a Birmingham Jail")

Please do not put your materials in any sort of folder or binder.

When is it all due?

Please see separate sheet for due date details.

What about extensions?

In most cases, extensions are fine (and negotiable to some degree), but each student must ask me in person, over the phone, or over email. Until you hear back from me, do not assume your extension is possible or is granted.

Where is it all due?

- ☐ in class or in my office, **311 Decio Faculty Hall** (3rd floor, north end of building)

What if I have a problem or question?

- ☐ Call me at **631-1678** or send me email at **pclauss@nd.edu**. (Don't send questions or concerns to the gmail address listed above. That's only for Global Argument Essays.)

When will Professor Clauss know my grade(s)?

- ☐ Grades are due by 3:45 on Monday, December 20, 2010. That's my "due date" (the due date for faculty to submit grades). Please respect my need to grade papers and calculate grades in a careful, thoughtful manner. Thus, do not contact me (email, phone calls, etc.) asking "Can you tell me what grade I got?" or "Are you done grading our papers yet?"

How do I get my papers back?

- ☐ I will save all of your class materials until the end of finals week in May of 2011. If you want your materials back, please contact me anytime during the spring semester. I'll let you know my office hours so you can pick up your materials, or we'll figure out another arrangement. I cannot mail documents to you over the break or during the spring semester.