

Instruction for Final Exam

GLOA 610. Spring 2024. Online Section

- Questions out: 7:10 AM, 5/6
- Deadline for submission: 7:10 PM, 5/7

What is this?

- Final Essay is an opportunity for you to demonstrate your 'fluency' in our class readings. Use your own words to talk about the readings to show that you completed the readings and understand them.
- Using sources other than our class readings will not earn any grade at all and will potentially hurt it if not properly used.
- It takes the form of an essay. Citations and references are required.
- Make sure you are actually answering the question, not only summarizing the readings.

Style

- **2,500** words maximum including **only the main text**. There is no minimum requirement but anywhere between 1.5k and 2.5k should be 'normal,' length-wise. References, title, identification info, and page numbers do not count toward this limit. Do not make any appendix, table, chart, bullet points, or figure.
- Provide citations whenever/wherever necessary. Use the in-text, 'author year' citation style as we discussed in class. Consult the GLOA MA Handbook for details.
- As for reference styles, there is no preference as long as one style is followed consistently (the most common are APA and Chicago). Consult the GLOA MA Handbook for details.
- As always, make it an MS Word file. PDF is also acceptable. You are responsible for uploading an uncorrupted and downloadable file to Blackboard.

Policies

- Adhere to Mason Honor Code. For this exam, using generative AIs or programs related to them in any way is strictly prohibited. The only exception would be finding typos—but typos wouldn't be penalized anyway.
- **36** hours are given to accommodate a swath of unexpected situations such as illness, computer problems, or job-related issues. Do not consider this a traditional 'take-home exam' that often requires a long stretch of time. Consider, instead, this just an ordinary essay exam, simply taking place out of class. Therefore, the essay itself is expected to take no more than 3 hours just as a typical in-course exam would. I believe that you can carve out three hours out of a 36-hour time window no matter the circumstances. Barring a medical emergency, thus, there is **no extension of deadline**. So try to start working on it early and submit it early if possible.
- You can make a **late** submission with a slight reduction in the grade until 11:59 AM, 5/8. Beyond that, no late submission will be accepted because grades cannot be entered into the system.
- Other than the incidence of technical problems (e.g., 'cannot see the essay topic in Blackboard'), once the essay topics are released, there shall be absolutely **no communication** between students and the instructor until the deadline. Emails during this time will not be answered.

Timeline

1. At 7:10 AM, 5/6, essay topics (questions) are released in Blackboard (the 'Assignment' tab). You may be asked to choose one out of two.
2. By no later than 7:10 PM, 5/7, your essay should be submitted in **Blackboard** – the same place where the questions are. *Never email your answer.*
3. 11:00 AM, 5/8: all grades released in Blackboard.
4. 12:30 – 3:00 PM, 5/8: email office hours are held. I will be email-ready during this time. **No inquiries on grades before these office hours will be answered.** The grades are finalized in midnight.