

Vesna Danilovic
Associate Professor
Department of Political Science
University at Buffalo, SUNY

POLICIES AND RULES FOR THE COURSE

PROFESSIONAL CONDUCT

As an academic student, you are expected to behave in a professional and mature manner. Being late and leaving a class early will not be tolerated, unless there is an excusable reason that I must be informed about and approve it beforehand. The students are expected to be attentive, have their cell phones turned off, and do not talk or make any other noise (including talk to each other unless they address the rest of the class as a part of the class discussions). The class discussions are expected to be informed by the readings and critical thinking about the research issues covered in the readings or class lectures. All readings must be completed before the class/week for which they are assigned.

MAKE-UP EXAMS/TESTS AND PAPER DEADLINE EXTENSIONS

If the student is seeking an excused absence, the student must notify me as soon as possible after the absence, but no later than the end of the second working day after the last date of absence. If the absence occurs the same day as an exam or other graded procedure, the student must notify me or department by the end of the next working day after the absence in order to ensure full rights.

Only the following are excusable reasons for scheduling make-up exams and paper deadline extensions:

1. Serious medical illness (the diagnosis is strictly your privacy, and I do not need it; but the doctor must specify that for the reasons of medical illness you were not advised to go to school, take the exams and/or complete your academic responsibilities your academic duties on particular dates).
2. Family emergency (death or critical illness)
3. Jury duty
4. Military duties
5. Religious holiday

The student is responsible for providing satisfactory documented evidence to the instructor within one week of his or her absence return to substantiate the reason for the absence.

INCOMPLETE GRADES

“Incomplete” grades will be given only for serious medical or other emergency reasons and if a student has already achieved an average passing grade for a part of the coursework. Full and clear documentation must accompany the request for the “I” grade. The deadline for the completion of Incomplete grade will be determined based on the nature and duration of the emergency that provided the grounds for granting “I.”

CONTACTING THE INSTRUCTOR OUTSIDE THE CLASSROOM

If you have any questions or need to discuss any matter with me outside the classroom, please do it during my office hours. We can make an appointment for another time only if there is the scheduling conflict between my office hours and your class or work schedule.

Contacts through e-mails or phone calls should be initiated only for emergency reasons. If you e-mail or call my office, please make sure to appropriately address me at the beginning of your message, briefly explain the nature of your emergency problem, provide at least two optional times for calling you back and contact number (if I cannot reach you through e-mail), and do not forget, of course, to provide your name. I am completely open to the communication on any academic matters (readings, coursework, any academic questions, and similar) but these need be done during the office hours or by appointment if there is a class/work scheduling conflict with my office hours.

ACADEMIC DISHONESTY

I have zero tolerance for academic dishonesty. Therefore, any case of plagiarism, cheating, or any other form of academic dishonesty will automatically result in grade F for the course. It is the student's responsibility to understand all aspects, instances, forms, and rules regarding academic dishonesty. Consult the UB pages and policy on these issues such as <http://undergrad-catalog.buffalo.edu/undergraduateeducation/studentrights/integrity.shtml> and also http://www.plagiarism.org/research_site/e_home.html as a starting point.