

CONTRACT FOR B:

Throughout the term, I will assess your work and give you a lot of feedback. However, I will not grade anything until the final portfolio is submitted. This will allow you to express your ideas without worrying about what you think I want you to be saying. In return, I expect you to meet the requirements of each assignment and to work to improve your knowledge and skills. This will earn you a “B.”

Staying on contract requires you to adhere to all of the following:

1. **Attendance:** You will be present (and on time) for all class sessions and conferences. Any absences will be assessed on a case-by- case basis with instructor approval. Arriving late or leaving early two times will count as an absence. Up to two absences will be permitted.
2. **Preparation and Engagement:** You will be fully prepared for all class sessions, and you will be actively and appropriately engaged. For group assignments, you will complete your fair share of the work. In general, you will be a productive member of our classroom community.
3. **Completing Work:** Each week you will be required to complete blog posts, discussion board reading reflections, and comment on your peers’ blogs. You must complete these assignments on time to receive credit. (See 48-hour extension policy and assignment passes).
4. **Feedback:** When revising project components and writing future blogs, your work will take into account instructor and peer feedback to demonstrate improvement throughout the semester. You will help your classmates improve their writing through peer review by participating actively in workshop days and by making clear and helpful comments on your peers’ writing.
5. **Final Portfolio:** At the end of the semester, you will submit a portfolio of work completed for this course. It will include:

- Work/Project Log
- StoryMap + Poster + Wikipedia Revision
- PH Proposal (for PH students) or additional project component (non-PH students)

STAYING ON CONTRACT:

To stay on contract, you must work hard, be prepared, incorporate feedback to improve the quality of your work, and be a productive member of our class community. Staying on contract also requires punctual attendance and meeting deadlines. I will be working closely with you as the semester progresses. If your work is inconsistent, does not show improvement, or you have absences or late work, you are in violation of our Contract for B. In this event, I will arrange an individual conference to determine how you can get back on contract. If problems persist, the highest achievable grade is a B-.

LATE WORK

Late work will not be accepted. Assignments submitted late will automatically receive no credit/zero points. Exceptions to this policy may occur in very rare cases (e.g. personal emergency or severe medical situations). These cases must be documented to my satisfaction and you must contact me before the due date.

48-HOUR POLICY

With that said, I know things can get stressful during the semester, and to help you do your best work, I offer a 48-hour extension policy. Each student will get 48 hours that they can "spend" in 12-hour increments. (Cannot be used on the Final Portfolio Deadline). To use this, email me before the assignment is due, letting me know you are using an extension, and after you have completed the assignment so I can mark it as done.

RECEIVING A HIGHER GRADE:

To receive a higher grade, students who meet all of the requirements for the Contract for B may also complete any of these tasks to be eligible for a grade higher than a B (A, A-, or B+).

-Complete perfect participation (submit all blog assignments, all discussion board assignments, and comment on at least two classmates' blogs each week; student will have taken no assignment passes, though they may use up to 48 hours of late credit)

-Exemplary writing and/or class projects: Reflects student projects that go above and beyond with exemplary work and/or additional components

-Additional Individual or Group Project

FINAL GRADE:

Although I will give you verbal and written feedback throughout the term, your final portfolio is the only thing that will be formally graded. If you stayed on contract during the semester, the lowest grade you could possibly receive in the course is a B. In other words, the contract provides you with a grade safety-net; even if the quality of your final portfolio is below a B, your behavior in the course (e.g., punctuality, hard work, and improvement) would be enough to warrant a B in the course. Alternatively, poor conduct in the course will result in less than a B despite the merits of your work. Throughout the semester, I will give you a lot of feedback. If you broke contract, the highest grade you could receive is a B-