

Policies for PHOL 498C/Fall and 498D/Spring

Attendance

Resident students are required to attend at least 10 Departmental seminars in person (online attendance no longer counts). This includes the regular seminars (almost every Monday at 4 pm), plus special seminars as announced, including Ph. D. thesis defense seminars.

In-person attendance will be recorded at each seminar. Attendance will be taken via card reader, so students must bring their Case ID card in order for attendance to count. Students will be asked to scan their ID's at the end of each seminar. The Teaching Assistant will help scan ID's. Attendance records will be kept on Canvas; report any problems to the TA promptly (that is, don't wait until the end of the semester to claim your card was not read properly).

Because of the size of the seminar room, we request that you do not attend all of the seminars in person. As a guide, we recommend that students with last names beginning with A-L attend seminars in person on even numbered days of the month, and M-Z on odd numbered days. You probably will to attend a few 'off day' seminars to meet the required 10 attendances.

Internet students need to view 10 seminars online (there is no in-person requirement). If you want to take 498C only online (e.g., if you are taking 481 and 483 as a resident student) you must get permission from the instructor **in advance**.

As a reminder, accurate reporting of seminar attendance is an issue of professional integrity, and violations are subject to **academic disciplinary action**. For example, scanning for an absent student, or scanning in without attending the full seminar, would be violations.

Quizzes

An online quiz will be given for regular Monday departmental seminar, for each Ph. D. thesis defense seminar, and for each special seminar. You only need to take quizzes for seminars that you attend (a quiz taken for a seminar that you did not attend will not count). For internet students, taking a quiz implies that the seminar was viewed online. You will have at least 48 weekday hours to complete each quiz. Quizzes will cover material covered in the seminar, and background material from the readings provided (usually one review article and one research article for each seminar). Quizzes are "open-book" (including seminar videos and PowerPoints, and any printed or internet resources), but you may not consult with any other person (student, faculty, etc.) either in person or electronically. If you attend a seminar but miss the quiz, you must attend an additional seminar, and take the associated quiz. If you take more than 10 quizzes, only your best 10 scores will count toward your grade.

If you cannot take a quiz on time, you will need permission of the instructor **before the deadline for submitting the quiz** for it to count as an excused absence. Students have a one-time opportunity (counting both fall and spring, 498C and 498D) to make up an unexcused missed quiz, which will be scored with a maximum score of 70%. Any other missed quizzes will be

scored as a 0 (zero). In Canvas, you need to turn on the “Treat Ungraded as 0” option to see your final quiz average.

Grades

To receive a grade of “A” you must achieve a score of at least 85% on the total of all quizzes, and meet the attendance requirements. To receive a “B” you must score at least 70% on quizzes and meet the attendance requirements.

Instructor and TA

The instructor for 498C & 498D is Dr. Stephen W. Jones (swj@case.edu). The TA will be announced. Only the instructor can give advance permission for missing a quiz. The TA will handle the one-time makeup quizzes.

Stephen W. Jones