

Gov 20: Fall 2012
Section Information

Evann Smith
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Office Hours: Tuesdays 1–3 pm, CGIS Cafe

Finding me: My office hours are Tuesdays from 1–3 pm in the CGIS cafe. I am also happy to meet by appointment—just email me—but please contact me 24 hours in advance. Feel free to email me with any questions, comments, or concerns (or just to say ‘hi’); I’ll get back to you within 24 hours.

Attendance: Section attendance is mandatory. Life happens, so every student is permitted one unexcused absence—no questions asked. After that, students must provide written documentation (a doctor’s note, a letter from your Dean, etc.) for an absence to be excused.

Participation: Participation is paramount to the learning process and constitutes 15% of the course grade. Students are expected come prepared (having done the readings!) to actively participate and contribute to the section via questions, discussion, and debate.

Laptops: Laptops are not permitted for use in section except during pre-exam review sessions. If you take notes on your laptop during lecture, I highly recommend printing them prior to section for reference and annotation.

Papers: There are two short (5–7 pages) papers for the course, which should be submitted to me in hard copy. They will be graded according to the strength of their argument and the evidence they marshal (*not* how well they summarize). Papers will be graded down one third of a letter grade for each day late.

Please come talk to me about your papers. I’m happy to discuss ideas and read outlines, thesis statements, or intro paragraphs. I also highly recommend contacting the writing tutor, Emily Clough (clough@fas.harvard.edu). She reads full drafts! Try to plan ahead for the papers, as I will stop answering questions at 6 pm the night before the paper’s due date.

Plagiarism: Don’t do it. Plagiarism includes the verbatim lifting of text, inadequate and uncited paraphrases, and uncited quotations and ideas. If you’re ever unsure, ask!

“In academic writing, it is considered plagiarism to draw any idea or any language from someone else without adequately crediting that source in your paper. It doesn’t matter whether the source is a published author, another student, a Web site without clear authorship, a Web site that sells academic papers, or any other person: Taking credit for anyone else’s work is stealing, and it is unacceptable in all academic situations, whether you do it intentionally or by accident.”

– *Harvard Guide to Using Sources*
<http://usingsources.fas.harvard.edu/>