

Section Information and Expectations Gov. 20: Foundations of Comparative Politics

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Office Hours: Wed. 2:00 - 4:00 pm at CGIS Cafe, or by appointment

- **Section Attendance and Participation:** Sections are an important part of this course and participation in section constitutes 15% of your overall grade. Your attendance is required. If you are unable to attend a section, you must inform me by email ahead of time. I may ask you to turn in a one-page response in lieu of attendance. To receive full participation credit, I expect you to have done the required readings and to contribute actively to the section discussion and activities. If you have any concerns about your participation, please talk with me.
- **Laptops:** You may not use laptops during section; they distract from active participation.
- **Papers:** You are required to complete two papers, each worth 15% of your grade. These papers will be evaluated based on the strength of your argument and the supporting evidence you bring to bear.
 - As you begin to write your papers, you may consult with me about paper topics, thesis statements or outlines. I will not read drafts of papers. I encourage you to consult with Amanda Pinkston (pinkston@fas.harvard.edu), the Gov. Department Writing Fellow and/or the Harvard Writing Center (<http://www.fas.harvard.edu/~wricntr>).
 - Include citations for all source material, including direct quotes, paraphrased or summarized material, and facts that are not common knowledge. When in doubt, cite your source! Please use the citation style of your choice consistently.
 - Papers should not be written at the last minute. To encourage you to plan ahead, I employ a “communication blackout” before papers are due. Specifically, I will not answer any questions after 5 pm the day before a paper due date.
 - I will not take any questions about paper grades until at least 24 hours after the papers have been returned. I do this to encourage you to think about the substance of my comments, and not just the letter grade you receive. Once 24 hours have passed after papers are returned, I will be happy to address any concerns.
- **Contacting Me:** My primary concern is creating the best possible learning environment throughout this course. So please contact me with any questions, concerns or feedback you have. In addition to my scheduled office hours, I will be happy to set up appointments to meet with students. I will answer most questions by email within 24 hours (with the exception of the paper-related “communication blackouts”). If you send a substantive question by email, I may prefer to set up an appointment to discuss the issue in person.