

COVENANT

Thinking Straight

NOTE: Remaining in the Program constitutes acceptance of this covenant. Please read it carefully.

FACULTY RESPONSIBILITIES

- David Paulsen will conduct class at the times and on the topics indicated by program schedule or updates, will provide timely feedback to students for the major assignments, and will conduct an evaluation conference for students at which they will receive a draft student evaluation. After the conference he will submit a final evaluation.
- He will organize and deliver lectures, lead discussion and facilitate workshop sessions as indicated on the program schedule.
- He will be available to meet with students by appointment set up in class or by e-mail.

CREDIT AND EVALUATION POLICY

The evaluation process is a central feature of education at Evergreen. It is part of the learning process. In the act of writing self and faculty evaluations students reflect on their learning for the quarter. The evaluation conference is an important opportunity for the student and faculty to communicate about their perspectives on the quarter's work. Students are required to submit a self-evaluation and an individual faculty evaluation for each faculty when they finish the program.

Credit is not the same as positive evaluation. Students receive credit for fulfilling minimum requirements and standards. The evaluation is a statement describing the quality of the student's work. It is possible for a student to receive credit but receive an evaluation that describes poor quality work. It is also possible for a student to attend regularly yet receive no or reduced credit because of unsatisfactory performance. Incompletes will only be permitted in exceptional circumstances. Evaluation will be based on how well students satisfy the following requirements:

- (1) ATTENDANCE/PARTICIPATION—The program features extensive workshop activities, attendance is particularly important. Students are expected to attend and participate in all program activities. In case of unavoidable absence students should inform David before class by e-mail. If you miss class, you should arrange with your fellow students to obtain notes for the session. Several absences constitute grounds for possible reduction of credit. A sign up sheets will be circulated at program activities to record attendance as long as necessary to promote the unity of the program. It is the student's responsibility to locate and sign this sheet. Further, workshops and other group activities are not "spectator sports." Consequently, students should take an active role in discussion. Students are expected to be alert and sober in class and at program activities. Students who significantly disrupt class may be asked to leave and in cases of serious or continuing disruption may be dropped from program with resulting loss of credit
- (2) READINGS--Students are expected to complete all the assigned reading prior to the class in which they are discussed and should reflect this reading in their comments or questions.
- (3) ASSIGNMENTS--Students are expected to complete and submit all assignments. Assignments submitted late will be noted but not necessarily evaluated and a pattern of late assignments will be indicated on the final evaluation.
- (4) PROGRAM NOTEBOOK Students are expected to maintain and submit a program notebook that includes their written work as well as other assigned material (including material related to the critical exchange and a portfolio of arguments and theories). This will serve as the basis for evaluating their performance. The

notebook may also contain annotated reading notes or discussion/workshop notes that indicates the quality of work in the program. Such additional material is especially important for students who think that their workshop participation does not give a full indication of their work.

- (5) **GROUP WORK**-- Students are expected to work in various groups within workshops and as part of the critical exchange. When group projects are undertaken, students may be required to evaluate each other. In addition, group collaboration is generally encouraged and in some cases required; however, **plagiarized work on papers and other material designated as "individual" is not acceptable and may be noted in evaluations, result in loss of credit, and in flagrant cases be referred to the Deans for further action.** Plagiarism includes any unattributed direct quotation as well as the misrepresentation of the work of others as your own. It includes but is not limited to

- *A student paper that chiefly consists of sentences copied intact (or with only a few words changed or rearranged) from one or more sources, with or without reference to the author, without explicit use of quotation marks, italics, or appropriate indentation to indicate direct quotation*
- *Major sections of a student paper copied exactly (or with only a few words changed or rearranged) from one or more sources without reference to the author.*
- *A paper or program notebook item submitted by one person as their own but authored by another person*
- *A graphic, figure, chart or graph downloaded from the Internet and used in an assignment or the project presentation without identification of source.*

For additional information, please consult the College's policy on plagiarism in the student advising handbook (see section on "Academic Honesty") and talk to faculty if you are confused at all about this issue.

- (6) **SEEKING HELP**--Students are expected to take the initiative in seeking help from David whenever significant difficulty exists with the pace or content of the program. Even a quick message or email might get you the help you need.
- (7) **EVALUATION--Student Evaluation conferences will be held on Tuesday and Thursday of Evaluation Week.** We will set up a schedule near the end of the quarter; students should plan to be on campus at that time for their conference. Do not expect to arrange a special conference at another time. Students are expected to write a self-evaluation and faculty evaluations at the end of the quarter. A draft of the self-evaluation will be submitted to seminar faculty at or before the conference. The evaluation of faculty may be submitted at the conference or delivered to the faculty secretary SemII A2117 to be held until after a faculty evaluation of student work is completed.
- (8) **CLASSROOM BEHAVIOR.** Students are required to abide by the principles of the Evergreen Social Contract and the Sexual Harassment Policy.

GRIEVANCE PROCEDURE

Evergreen has long promoted the policy that conflict and grievances should be first dealt with face-to-face. Grievances between students or between students and faculty should first be dealt with between the parties themselves. Should no satisfactory resolution be obtain the following procedures should be followed: unresolved *student-student* disagreements should be discussed with the faculty, unresolved *student-faculty* grievances might involve contacting the academic deans or other college offices as outlined in the Student Handbook and other college documents.