

Deadlines for essays and the two-part (each on a different day) final exam

Grade weight	DEADLINES	DEADLINES, FOR WHOM?	LATE PENALTY	Permitted activities during this time window	assignment tag to use when emailing (required)	keyword to use when emailing	Start date or DUE DATE (11AM is the time for all submission and other cutoffs)
				Student can email me when unclear about the specifics of the essay process. The test, however, is not yet written so there is little I can say about that. Students can meet with any or all of the three of us (no emails) to ask advice regarding whether the essay or final seems like a better fit.			Saturday, March 3, 12
	FINAL OR ESSAY DECISION DEADLINE	ALL STUDENTS	1% of category grade (whether essay or final) for every hour late up to 100% (100 hours late) deduction		ESSFIN	"essayfinal"	Saturday, March 17, 12
				emails or office hours on topics, resources or outline/flow/thesis	ESSAY	"topics" and/or "resources" and/or "flow" as appropriate — we respond in that order of keywords when overloaded	Saturday, March 17, 12
				emails or office hours on resources or outline/flow/thesis	ESSAY	"resources" and/or "flow" as appropriate — too late for topic questions	Saturday, April 7, 12
				emails or office hours on outline/flow/thesis	ESSAY	"flow"	Monday, April 9, 12
				no questions after this date (we are responding)	ESSAY		Wednesday, April 11, 12
FOR ESSAY WRITERS: 80% or 40% IF RESUBMITTED	COMPLETED ESSAY DUE	ALL STUDENTS WORKING ON AN ESSAY OR PROJECT	30min late/no penalty 30min-24hr/10% 1dy-2dy 20% 2dy-4dy 50% more than 4dy 100% (score is zero)		ESSCOMPL	"completedessay"	Monday, April 16, 12
				(We are logging in for the first two days, then grading, no questions please until we have finished grading everyone)			Monday, April 16, 12
FOR EVERYONE: 20%	ARRIVE ON TIME FOR LAST DAY OF CLASS TO TAKE PART A OF FINAL	ALL STUDENTS	NOT POSSIBLE TO TAKE AT ANOTHER TIME.				Thursday, 4/26/2012 2PM
				You can begin asking questions about the rewrite. If you write before this day, I will not search out the email.	ESSAY	"rewrite"	Monday, April 30, 12
				Questions about the rewrite cannot be asked after this day (no time to respond)			Saturday, May 5, 12
FOR ESSAY WRITERS: IF THERE IS A SUBMISSION, 40%	REWRITE, IF SUBMITTED, DUE ON THIS DATE	ALL STUDENTS WORKING ON AN ESSAY OR PROJECT WHO EITHER WANT TO RESUBMIT OR HAVE BEEN REQUIRED BY THEIR MENTOR TO RESUBMIT	NO LATE SUBMISSIONS POSSIBLE. If still missing more than 30 minutes past deadline, submission is rejected even if sent, and the grade for the initial essay is used even if that grade is "0"		ESSREWRITE	"rewrite"	Thursday, May 10, 12
FOR TEST TAKERS: 80%	ARRIVE ON TIME FOR FINAL EXAM	ALL STUDENTS NOT WORKING ON AN ESSAY OR PROJECT	NO OTHER EXAM TIME BESIDES SCHEDULE EXAM TIME IS AVAILABLE.				THURSDAY, 5/10/2012 8AM-11AM

Category grade therefore equals Part A of the final (20%) plus either the essay score or the final exam score, both at 80%. If essay is submitted twice, average of submission scores is used.