

Joe Roza, Teaching Assistant
Office: Smith Hall, Room 103-C
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Messages: Main History Office, Smith 315, (543-5790)

Office Hours: Tuesdays, 10:30 to 11:30am,
Wednesdays, 1:00 to 2:00pm,
and by appointment.

Section meetings are not optional. We will discuss what you will need to know to write meaningful essays and acceptable exam answers. In other words, skip section and your work, and therefore your grade, will suffer.

Preparation: The discussions in section will only be as good you make them, so come prepared, having done the reading and *thought about it*.

Punctuality: Come to class and section *on time*. Late arrivers disrupt discussion and interfere with everyone's ability to follow what is going on in class. Also, latecomers usually miss important announcements and lecture material.

Additional Requirement: I ask that **all students** see me outside of lecture and sections. You will not be interrogated or expected to have a question ready; the idea is to get acquainted. Failure to do so will count against your participation grade, and deprive you of the individual teaching which is an important part of your university education.

Written Assignments: I have high standards for written work, but I am ready to give you all the help you need to reach those standards with individual consultation and help with rough drafts. If you would feel more comfortable getting help from someone else, the History Department has a writing center at 210-C Smith Hall (543-5692 for an appointment). You do not need a complete draft or outline to come see me or the Writing Center.

Drafts: I am always happy to read drafts, up to two working days before the due date.

Late papers: I will assess a penalty of half of a grade (0.5 grade-points) per day, including weekends and holidays.

History 113, Sections AC and AD, Winter 1996

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