POLISCI 101: Introduction to International Relations  
Fall 2016  
Section and Course Guidelines

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Office hours: Tues. 4-5 p.m., Wed. 4-5 p.m., or by appointment

Section:
(1) Wednesday 1:30-2:20pm Building 160 Room 314  
(2) Wednesday 2:30-3:20pm Building 160 Room 314

Section Website: http://web.stanford.edu/~imalone/Teaching/ps101.html  
Materials used in section will be placed on the section website no later than Wednesday at 1pm.

Section has three purposes:
(1) Review, clarify, or challenge leading theories and concepts from lecture and readings  
(2) Discuss and/or ask questions about how historical and current events relate to course themes  
(3) Engage with course-related materials through debate, discussion, and other activities

I expect students to attend class regularly, arrive early and prepared, and conduct themselves with respect and courtesy toward others in the classroom. Students can expect the same from me.

Contact
Email is the best way to contact me. I promise to respond to your emails within 24 hours. All email contact should have a subject line that begins with PS101. If you will be late or absent for class and cannot email me, you may text me at the above phone number prior to class.

Office Hours
Office hours and location are listed above. Please feel free to drop-in to get candy, talk about the assignments, course material, current events, or anything else you like. If the listed hours above do not work, contact me, and we will find an alternative time to meet. There will also be supplemental office hours before exams and assignment deadlines for help and feedback.

Cell Phones and Laptops
Laptops and tablets are permitted in discussion section for taking notes, viewing relevant reading materials, and/or looking up pertinent information online. Cell phones should be silenced and put away for the entirety of class; please do not take photographs of the board. In exchange, any handouts or materials used in class will be placed online prior to section.

Attendance
- Excused absences include school-sanctioned activities, illnesses with a note from Vaden, or special on-campus events (e.g. the president visits). Please ask if you are unsure whether an absence is excused.
• If you miss a section, you will receive credit as if you participated in that section if and only if: (1) you missed the section for reasons beyond your control, i.e. illness, scheduled athletic event, or family emergency; (2) you notify me prior to the scheduled section or demonstrate why advance notification was impossible; and (3) you write a one-page commentary on the readings for that section and submit it electronically to me by 10:30 a.m. on the Monday following the section you missed. The one-page commentary will count as your participation for the week.

Participation
Formal section discussions can be very intimidating, so please do not feel pressured to raise your hand if you wish to talk. Colloquial conversations can be as rewarding, less stressful, and increase familiarity with your classmates. Further, quantity of participation is not as important as quality. Questions, insights, applied examples, and challenges are all considered quality. Finally, you are strongly encouraged to interrupt, challenge, or clarify any points I might raise during the review component of section. Most of your participation grade will be based on in-class debates, activities, current event discussions, etc. *Please note:* section participation is graded on a curve.

If you are not comfortable talking in front of others, you can also gain participation credit by sending a short paragraph raising a question or an interesting point about the readings for that week. If you would like to do this, please send me your short paragraph by noon on Wednesday before section. This does not supplement section attendance.

Submission of Assignments and Late Work

Submission of Papers
• Papers are to be submitted via email in Word or Pages before the deadline time.
• Please name your files using the header “LastName_Assignment”, e.g. MaloneIris_Paper1.docx
• Paste the text of the paper into the body of the email as well as insurance in case the attachment does not go through. An assignment is considered late if Iris cannot open the file before the deadline.
• After submission, I will send you a confirmation email that I have received and opened the file.

Late Work and Extensions
• Late papers will be penalized at a rate of a letter grade step for every 24 hours, and papers that are too long will be marked down.
• Extensions for late work will not be accepted except in highly extenuating circumstances given the long-term nature of both writing assignments.
• If you are ever concerned about making a deadline because of other obligations, early submission of work is encouraged, but not required. This does not affect grading.

Honor Code
All students are bound by the Stanford Honor Code in regard to both written assignments and in-class behavior. Your written work must be your original work. If you are unclear about whether your work constitutes plagiarism, please ask. More information on the Honor Code and plagiarism is available at [http://www.stanford.edu/dept/vpsa/judicialaffairs](http://www.stanford.edu/dept/vpsa/judicialaffairs).