

GOV 1742 Section

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(she/her/hers)

Syllabus Version: 2/2/2023

Contact: Slack

Office hours: T 12-2pm;

<https://calendly.com/kirajpanah/>

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Section hours: Th/F 9:15am

Section room: CGIS Knafel K050

Section Overview

Section is a weekly, interactive review of course materials facilitated by a Teaching Fellow (TF). We—students and TF—work together in section to solidify course material, grapple with hard questions, and develop class community.

Expectations

I had a high school math teacher (Mr. Janken) who posted on his wall a list of five life habits. I have found these habits to be a model for professionalism and excellence. In class, I expect all of us (myself included) to practice the following habits to the best of our ability:

1. *Show up on time*: This is out of respect to your classmates and instructors. You also don't want to miss any important announcements. Be sure that your assignments show up on time too!
2. *Do what you say you're going to do*: If you commit to a meeting with a peer or instructor, do not cancel last second or ghost us. Everyone involved ends up feeling bad.
3. *Finish what you start*: Don't give up on this class—it will be challenging at times, but please do not disappear on us. Sometimes we have to make hard choices and step back from our commitments—take this route only after careful consideration.
4. *Under-promise, over-deliver, communicate*: High expectations can help push us to be better, but too high of expectations can lead to perfectionism and anxiousness. Adjust your expectations to avoid being too hard on yourself and to set yourself up for over-delivery. Communicate if you need help or support.
5. *Say "please" and "thank you"*: Appreciation and consideration goes a long way. Please don't treat me like a Task Rabbit or your personal Google. Thank you!

Your Section Grade

Everyone starts with 100 points (A+), the maximum possible section grade. There are several ways to gain and lose points.

Losing points:

- *Absences*: -4 pts for the first absence; -8 pts for every subsequent absence.
- *Tardiness*: -5 pts for showing up late (past Harvard time) for section, three or more times.
- *Participation*: -8 pts (applied at the end of the semester) for not contributing to the discussion or consistently being off-task across all sections. -16 pts (applied at the end of the semester) for not contributing *and* being off-task.
 - Ways to contribute to the discussion include asking questions, participating in activities, and/or sharing your thoughts on the course material—if you are uncomfortable with any of these means of participating, please let me know, and we can brainstorm more approachable ways to participate.
 - Off-task activities include surfing the web/social media, doing other work, watching videos, and/or playing video games.

Gaining points:

- *Make-up*: For up to three absences, you have the option to make-up your participation with a response memo. The memo is due no later than the beginning of the next section in which you are next present. *You must send me a Slack message to receive the memo prompt.* You are encouraged, though not required, to sign up for an office hours appointment to review your memo with me.
- *Helping others*: +1 pt for volunteering to share notes with an absent student. Include me in the message in which you share the notes, so that I may record your point. While you are encouraged to share notes more than one time, the maximum bonus for the semester is 1.
- *Keeping the habits*: +1 pt for bringing your initialed five habits card handed out in the first section to your last section.

Academic Accommodation

Students who need academic accommodations must register with the Accessible Education Office. To access accommodations, students will need to initiate a request. Information on this process is available here: <https://aeo.fas.harvard.edu/students>.