IDS 1307

Writing Life: Art, Drama, Film, Literature, Poetry, and You Fall 2025 (21322/222a) | 3.00 credits; 2000 WR

NOTE: This course complies with all UF academic policies. For information on those policies and for resources for students, please see UF's "<u>Academic Policies and Resources</u>" web page.

Contents

I. General Information	1
Course Materials	2
TEXT Table	2
II. Course Goals	3
Course Objectives	3
Quest 1 Student Learning Outcomes	4
Writing Requirement:	4
III. Graded Work	5
Assessments: Descriptions of Graded Assignments & Point Values	5
Grading Scale	7
IV. Calendar	8
V. University and UWP Policies and Resources	8
Procedure for conflict resolution	8
Academic Honesty	8
Attendance & Make -Up Policy Specific to IDS 1307	10
Attendance Policy Part One: Absent from Class	10
Attendance Policy Part Two: Obtaining Class Materials after Missing Class	10
Attendance Policy Part Three: Late Essay Assignments and Missed Quizzes	11

I. General Information

Class location: TUR 2305

Class meetings: MWF, Period 6 (12:50 pm -1:40 pm)

Instructor:

Name: Dr. Carolyn Kelley

Office Building/Number: TUR 2215e

Phone: 352-846-1138 Email: ckelley@ufl.edu

Office Hours: Mondays, 2 pm – 3:45 pm & & Wednesdays, 2 pm – 4 pm or by appointment.

No office hours held on UF holidays.

Course Description

Examines how humanities-based texts (novels, films, plays, poems, and art) reflect and resonate with components of our personal, social, and cultural identities. To demonstrate your understanding of the course and its goals, you will write three essays and sit for two closed-book exams.

Prerequisites

Restricted to undergraduate degree-seeking students.

Writing: 2000 words

The Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. Course grades have two components. To receive writing requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course.

Quest 1 Objectives: Quest 1 courses address the history, key themes, principles, terminologies, theories, or methodologies of various arts and humanities disciplines that enable us to ask essential questions about the human condition. Students learn to identify and analyze the distinctive elements of different arts and humanities disciplines, along with their biases and influences on essential questions about the human condition. These courses emphasize clear and effective analysis and evaluation of essential questions about the human condition from multiple perspectives. Students reflect on the ways in which the arts and the humanities impact individuals, societies, and their own intellectual, personal, and professional development.

Course Materials

Materials will be available through the following means:

- Required, must be purchased: Book: Fun Home: a family tragicomic. Author: Alison Bechdel. Marnier Books, NY: 2007. You may purchase either paper or online version.
- Required, available for free: All other assigned material: (primary texts, including films, are available through Course Reserves (ARES) and accessible from CANVAS.
- Please refer to the "TEXT Table" listed below.
 - You also can access ARES texts directly (bypassing CANVAS) from Library West's website: http://www.uflib.ufl.edu. Go to My Accounts -> Course Reserves
- **Recommended:** Williams, Joseph and Joseph Bizup. *Style: The Basics of Clarity and Grace.* 5th ed. New York: Pearson, 2015. Print. (We won't engage this text; it is a resource text only)

In the spirit of keeping textbook costs as low as possible, this course earns an apple signifying the cost per credit hour is \$20 or less, or \$60 for the entire 3-credit course.

TEXT Table

This table lists the texts we will study this semester and how to access them. Please see the Daily Course Calendar document for the specific days we will be discussing these texts. This document is available on CANVAS under the Syllabus Tab or Modules Tab (under Introductory Module).

Type of Text	Author (alphabetical by last name) and Text and date originally published. Length included for films.	Ways to acquire text. MOD = Module (The Module Tab on CANVAS) ARES = Course Reserves
Art, Drama, Poetry	Several – (Auden, Baraka, Bruegel, Mamet, McLean, Sexton, Van Gogh)	Written texts: Free on ARES Art: Free on CANVAS – under MOD 3B
Graphic Novel	Bechdel, Alison. Fun Home: a family tragicomic (2006)	Buy a paperback or eBook or Kindle version.
Novel	Fitzgerald, F. Scott. <i>The Great Gatsby.</i> (1925)	Free on ARES or buy paperback/eBook/Kindle
Film	Ford, John. <i>The Man Who Shot Liberty Valance.</i> (1962); 2h 3m	Free streaming via ARES. DVD on Reserve in Library West (2 nd Floor). Purchase viewing
Film	Lee, Spike. <i>Do the Right Thing.</i> (1989); 2h 0m	Free streaming via ARES DVD on reserve in Library West (2 nd Floor). Purchase viewing
Music	Mitchell, Joni. <i>Hejira</i> .(nine songs) (1976)	Lyrics: Free on jonimitchell.com & on CANVAS under MOD 3A Music: free on YouTube & on CANVAS under MOD 3A Album Cover: Free on ARES & jonimitchell.com
Film	Tarantino, Quentin. <i>Pulp Fiction</i> (1994); 2h 29m	Free streaming via ARES DVD on reserve in Library West (2 nd Floor). Purchase viewing
Film	Wilder, Billy. <i>The Apartment</i> (1960); 2h 5m	Free streaming via ARES DVD on reserve in Library West (2 nd Floor). Purchase viewing

If any film is available to you through a subscription service, you may access it this way as well.

Materials Fee: N/A

II. Course Goals

Course Objectives

In this course we will:

- Identify ways in which humanities texts are born from and reflect the non-fictional reality of the human experience.
- Analyze and evaluate questions about the humanities texts through analytical writing, theoretical
 application, and descriptive study.
- Connect both the creation of and consumption of texts through their historical moments in time.
- Determine how humanities texts link to students' identities in relation to nationality, ethnicity, race, gender, class, sexual orientation, and ability.
- Adapt writing style and format to different audiences, purposes, and context.
- Compare various genres of writing.
- Critique complex texts in writing using thesis statements, valid claims, and persuasive evidence.

- Communicate using accepted conventions of standard written English.
- Revise, edit and proofread documents.

Quest 1 Student Learning Outcomes

At the end of this course, students will be expected to have achieved the <u>Quest</u> and learning outcomes as follows:

Content:

• Identify, describe, and explain the history, theories, and methodologies used to examine essential questions about the human condition within and across the arts and humanities disciplines incorporated into the course.

Critical Thinking:

• Analyze and evaluate essential questions about the human condition, using established practices appropriate for the arts and humanities disciplines incorporated into the course.

Communication:

• Develop and present clear and effective responses to essential questions in oral and written forms as appropriate to the relevant humanities disciplines incorporated into the course.

Connection:

• Connect course content with critical reflection on their intellectual, personal, and professional development at UF and beyond.

Writing Requirement:

This course carries 2000 words that count towards the UF Writing Requirement. You must turn in all written work counting towards 2000 words and earn a grade of C (2.0) or higher to receive credit for those words. It is possible not to meet the writing requirement and still earn a minimum grade of C in a class, so students should review their degree audit after receiving their grade to verify receipt of credit for the writing component.

Assignment word counts and submission deadlines.

See "Assessments: Graded Course Materials" under Section III: Graded Work

Writing assessment rubric: Assignment-specific rubrics are found on CANVAS for every individual writing assignment and include point values for each category. Here is a sample rubric that highlights the major evaluation criteria used for all written documents.

General Writing Assessment Rubric

	SATISFACTORY (Y)	UNSATISFACTORY (N)
CONTENT	Papers exhibit evidence of ideas that respond to the topic with complexity, critically evaluating and synthesizing sources, and provide an adequate discussion with basic understanding of sources.	Papers either include a central idea(s) that is unclear or off- topic or provide only minimal or inadequate discussion of ideas. Papers may also lack sufficient or appropriate sources.
ORGANIZATION AND	Documents and paragraphs exhibit identifiable structure for topics, including a clear thesis statement and topic sentences.	Documents and paragraphs lack clearly identifiable organization, may lack any coherent sense of logic in associating and

COHERENCE		organizing ideas, and may also lack transitions and coherence to guide the reader.
ARGUMENT AND SUPPORT	Documents use persuasive and confident presentation of ideas, strongly supported with evidence. At the weak end of the satisfactory range, documents may provide only generalized discussion of ideas or may provide adequate discussion but rely on weak support for arguments.	Documents make only weak generalizations, providing little or no support, as in summaries or narratives that fail to provide critical analysis.
STYLE	Documents use a writing style with word choice appropriate to the context, genre, and discipline. Sentences should display complexity and logical structure.	Documents rely on word usage that is inappropriate for the context, genre, or discipline. Sentences may be overly long or short with awkward construction. Documents may also use words incorrectly.
MECHANICS	Papers will feature correct or error-free presentation of ideas. At the weak end of the satisfactory range, papers may contain a few spelling, punctuation, or grammatical errors that remain unobtrusive and do not obscure the paper's argument or points.	Papers contain so many mechanical or grammatical errors that they impede the reader's understanding or severely undermine the writer's credibility.

Writing Requirement Course Objectives

In relation to all written assignments that count toward the University of Florida Writing Requirement, we will:

- Analyze and develop original, sophisticated ideas, not merely present hastily written or cursory thoughts.
- Produce well-crafted paragraphs, a thesis or hypothesis, a persuasive organizational structure (e.g., introduction, body, conclusion; introduction, methods, results, discussion), well-supported claims, and appropriate and effective stylistic elements.

Procedures for Returning Graded Assignments

All assignments will be returned to students with a grade and comments that address the students'
writing skills. Consequently, feedback on all assignments will be provided by the last day of class, or, if
provided electronically, by the end of finals.

III. Graded Work

Assessments: Descriptions of Graded Assignments & Point Values

These descriptions are brief. You can find complete, detailed assignment instructions (and grading rubrics) under ASSIGNMENTS on CANVAS.

Module 1: Definition Essay: 210 points: 900 words min to 1700 words max (21% of grade)

You will write a definition essay in which you define the term *American*. You will determine what aspects define the American Identity using one (or more) of the following texts: *The Great Gatsby, The Man Who Shot Liberty Valance,* and/or *The Apartment*.

Module 2: Experiential Learning Essay: 50 points: 300 words min to 900 words max (5% of grade)

You will find an example of out-of-doors art somewhere in the Gainesville community, and you will write about it in terms of identity. You may discuss the elements of identity present in the work of art in relation to aspects of your own identity.

Module 3: Quizzes: Two @ 250 points each = 50% of grade

During the semester you will take TWO *non-cumulative* quizzes that will test your knowledge on the texts studied and the conversations/lectures in class. These quizzes will not require rote memorization but will test your ability to understand and process important themes, ideas, and concepts discussed, viewed, and read about in this course.

Quizzes:

- Are proctored and cannot be taken outside of the classroom (Exception: students with accommodations will take the Quizzes in the DRC).
- Are taken over two consecutive class days, totaling 4 class days overall. Two class days for Quiz 1 at approximately midterm, and two days for Quiz 2 during the last week of classes.
- Have two parts, each requiring a 50-minute time block:
 - o **Part One: (150 points):** Closed book; 50 minutes: made up of 4 short essay prompts (22/21 points each) and 21 multiple-choice questions (3 points each).
 - Part Two: (100 points): Open book; 50 minutes: made up of longer essay questions. You will receive a list of six essay questions, and you will respond to three (34, 33, & 33 points each). You will have access to printed or handwritten notes on Part Two of the quizzes. You will not have access to any electronic notes, so be sure to print any notes you plan on using.

Specific Quiz dates are listed under the "IV. Calendar" section below, on CANVAS (under Quizzes Tab) & on the Daily Course Calendar document (under Module 1).

Module 3: Practice Quizzes: Optional Extra Credit Opportunity

Practice Quizzes open about 2 days before Part One and close at 11:59 pm on the day of Part One. This information is provided in "IV. Calendar" section below, on CANVAS (under Quizzes) & on the Daily Course Calendar document. You *must take the Practice Quiz within this time frame*. The Practice Quizzes allow you to:

- Test Respondus LockDown Browser functionality
- Earn +3 extra credit points for each quiz (+6 EC points in total).

Each Practice Quiz has one multiple choice question, worth 3 extra credit points. If you get the question right, you earn +3 extra credit points; if you get the question wrong or choose not to take the Practice Quiz, there is no penalty to your grade.

Module 4: Analysis Essay: 225 points: 1000 min - 1800 words max (22.5% of grade).

You will write a thesis-drive analysis essay. You will have a have a choice of whether to conduct a close reading of a text, finding evidence to support that thesis only through analysis of the discursive and formal elements of the text OR write a research essay about the contextual elements that influenced the creation of the text (research essay also can include analysis of the text's formal and/or discursive elements). You will have a choice of the following texts for this assignment: *The Apartment* (if your Definition Essay doesn't use this text), *Hejira* song or songs, *Dutchman*, *Do the Right Thing*, *Fun Home*, "Territory" and/or *Pulp Fiction*.

Module 5: Style (1.5% of grade) and Grammar (Extra Credit):

You will watch Asynch lectures on STYLE and GRAMMAR. After watching the STYLE ASYNCH lecture, you will complete a worksheet worth up to 15 points. After watching the GRAMMAR ASYNCH Lecture, you will have the option to complete an extra credit assignment +2 points. You also have the PowerPoint slides that accompany both lectures available as reference material.

OPTIONAL REWRITES |

You may submit an optional rewrite for the Definition, Experiential, and the Analysis Essay for the *average* of the two grades. You do not write a new essay on a new topic; instead, you improve on the essay you already wrote using the comments received from your instructor. For details or more information, review the document: "How to Highlight an Optional Rewrite" under the Introductory Module on CANVAS.

Rewrites:

- Are uploaded under the original assignment with a clean copy (no track changes, comments, or strikeouts)
- Are due about one week after the original essay is returned and graded.
- Do not erase late points taken on the original assignment; the average of the two grades will be applied *after* late points are subtracted.
- Must be submitted on time. Late rewrites cannot be accepted due to time constraints. If CANVAS will
 not allow you to upload your rewrite, it is late and cannot be accepted. Please do not email the rewrite
 to your instructor or post it as a document in the comments section under the assignment.
- Highlight any changes made by using a different color text that is easily readable.

Additional Rules about highlighting on rewrites:

- You are not literally highlighting (using the highlighter function). Instead highlight in this context means using a different color text. Brown or red works well. (Reason: Yellow highlight can't be read when printed out on WORD & other color highlights are too hard to read through).
- Anytime you type in new material, highlight it.
- Anytime you take out material, no need to highlight or note that material has been taken out. DON'T highlight the space where you removed the words, punctuation, etc.
- If you do not highlight the changes made, your original grade will have to stand.
- Exception: In rare cases, you may have to start your essay over due to organizational issues or because the topic on your original essay isn't working. If this is the case, you would write "Global changes made no highlighting" at the beginning of the essay.

Grading Scale

Letter Grade	Number Grade
Α	1000-940
A-	939-900
B+	899-870
В	869-840
B-	839-800
C+	799-770
C C-	769-740
C-	739-700
D+	699 - 670
D	669-640
D-	639-610
Е	609-0

IV. Calendar

This is an abbreviated list of our weekly work. For specific DETAILS of day-by-day work completed in class, review the document entitled DAILY COURSE CALENDAR document, which is posted under BOTH the Syllabus Tab and the Module Tab (under Introductory Module) on CANVAS.

Date	Topic	Readings/Preparation	Work Due
Week 1	Introduce Course Discussion Essay	n/a	n/a
Weeks 2-5	Discussion Essay & Style	The Great Gatsby The Man Who Shot Liberty Valance The Apartment Lecture: How to Write with Good Style	Style Exercises: Friday, Sept 12@11:59pm Discussion Essay: Friday, Sept 19@ 11:59pm
Weeks 6-8	Practice Quiz 1 Quiz 1, Part 1 Quiz 1, Part 2	"Amelia" "Coyote" "Furry Sings the Blues" Cover Art, Hejira Dutchman	Practice Quiz 1: Mon Oct 6@11:59pm Quiz 1, Part 1: Mon Oct 6-in class Quiz 1, Part 2: Wed Oct 8 -in class
Weeks 9- 11	Experiential Essay & Grammar	Do The Right Thing "Territory" Fun Home	Optional Grammar Exercises: Mon, Oct 20@11:59pm Experiential Learning Essay: Mon Oct 27@11:59pm
Weeks 12- 15	Analysis Essay & Quiz 2	Ekphrasis: Poetry & Art Pulp Fiction	Analysis Essay: Mon Nov 17@11:59pm Quiz 2, Part 1: Mon Dec 1-in class Quiz 2, Part 2: Wed Dec 3-in class

V. University and UWP Policies and Resources

Procedure for conflict resolution

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact Dr. Alison Reynolds (ali.reynolds@ufl.edu, 352-846-1138). Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (http://www.ombuds.ufl.edu; 352-392-1308) or the Dean of Students Office (http://www.dso.ufl.edu; 352-392-1261).

Academic Honesty

UF students are bound by The Honor Pledge which states "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Plagiarism is a serious violation of the Student Honor Code. The Honor Code prohibits and defines plagiarism as follows:

Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- 1. **Quoting oral or written materials** including but not limited to those found on the internet, whether published or unpublished, **without proper attribution**.
- 2. **Submitting a document or assignment** which in whole or in part is identical or substantially identical to a document or assignment **not authored by the student**.

Each student's work will be tested for originality against a wide variety of databases by anti-plagiarism sites to which the University subscribes, and negative reports from such sites may constitute proof of plagiarism. Some (but not all!) examples of plagiarism are copying-and-pasting anything from the Internet without proper quotation, citation, or attributive tags, and using work you have previously submitted without permission from the instructor.

Cheating is defined as using or attempting to use "unauthorized materials or resources in any academic activity for academic advantage or benefit". *Cheating includes use of "entities" to complete work*. "Entity" is defined in the Student Honor Code and Student Conduct Code (https://policy.ufl.edu/regulation/4-040/) in Section 2, "Definitions" as:

Entity

This includes but is not limited to generative artificial intelligence, large language models, content generation bots, or other non-human intelligence or digital tools.

Several items in "Cheating" refer to the use of Entities.

- 1. Using any materials or resources prepared by another person or **Entity** without the other person or Entity's express Consent or without proper attribution to the other person or Entity.
- 2. Using any materials or resources, through any medium, which the Faculty has not given express permission to use and that may confer an academic benefit to a Student.
- 3. Collaborating with another person or **Entity**, through any medium, on any academic activity, when Faculty has expressly prohibited collaboration.
- 4. Commissioning or seeking to commission another person or **Entity**, with or without compensation, to produce or complete academic work or to impersonate a student in any academic activity.

Instructors may choose if students can use an Entity for class assignments and if so, under what conditions. If you are not sure about the instructor's policy regarding the use of Entities for completing assignments, please ask *before submitting an assignment*.

If you commit academic dishonesty, the instructor will submit the incident to the Dean of Students Office as an Honor Code violation.

Attendance & Make -Up Policy Specific to IDS 1307 |

This course complies with all UF academic policies. For information on those policies and for resources for students, please see UF's "Academic Policies and Resources" web page. This section contains the additional course-specific information on attendance and make-up policies.

Attendance Policy | Part One: Absent from Class

Attendance in this class is required and will be recorded on CANVAS under ATTENDANCE.

You may miss **FOUR** classes (unexcused absences) with no penalty to your grade. For each unexcused absence after FOUR, **you will lose 10 points off your final grade. Excused absences do not count as absences.** In general, acceptable reasons for excused absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, and professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition, or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) will be excused.

If you have any other documentation that you would like considered for an unexcused absence attending class, please discuss it on a case-by-case basis with your instructor, Absences related to university-sponsored events must be discussed with prior to the date that will be missed. If absent due to a scheduled event, students are still responsible for turning assignments in on time. Students are responsible for all materials covered in class on missed days.

At the semester's end, your attendance grade will be reported under the Roll Call Attendance assignment on Canvas. A zero grade indicates that you have not exceeded the 4 unexcused absences. Each unexcused absence over FOUR will be recorded as -10 under this assignment. For example, if you have SIX unexcused absences, your grade under the Roll Call Attendance Assignment will be -20 (-10 x 2 unexcused absences over 4). These -20 points are applied by Canvas to your final grade. For example, if you had 900 points prior to the Role Call Attendance Grade, your final course grade would be 880. If you are ever unsure about your attendance status, please check with your instructor.

Late to/Leave early: Students are expected to be on time. Habitually tardiness disrupts the class and may cause you to miss important announcements or class information. If you must leave early, please inform either the instructor before class begins either in person or via email.

Attendance Policy | Part Two: Obtaining Class Materials after Missing Class

You are responsible for any information presented or discussions that take place in class. Topics covered in class discussions often appear on the quizzes, and any missed classes have the potential to affect your grade negatively.

If you miss class, please don't email me asking, "I was absent on X day; what did I miss?" Due to the total number of students I have each semester, I don't have the time resources to send summaries of missed class material via email.

If you miss any class period, you have the following options to catch up:

 Contact a student from class to get his/hers/their notes. You also may make this request for notes on the DISCUSSION BOARD on CANVAS.

- Attend office hours or make an appointment with your instructor to discuss missed class material or lecture.
- If possible, listen in/watch on the class ZOOM link (see below)

Zoom Class Link

You will have access to a ZOOM link – found under MODULES Tab on CANVAS under the Introductory Information Module and entitled "Absent: Zoom Link for CLASS" - so that you can keep up with class materials if you are unable to be present in class for any reason.

Signing on the ZOOM link info:

- It is not connected to attendance.
- You will be marked as absent if you are not in the face-to-face classroom. If you are on the ZOOM link and have an excused absence, you will be marked as excused; however, if you are on the ZOOM link and do not have an excused absence, you will be marked with an unexcused absence.
- You can only observe the class so that you can see and hear activities and take notes so that you stay caught up with course materials; you won't be able to participate in class discussions. Please don't use the "Chat" function, as your instructor will not have the opportunity to answer/respond to "Chat." Email any information you need to communicate to your instructor or the TA if there is an emergency.
- If you cannot hear or see the class, email the TA ASAP.

IDS 1307 is not a hybrid class. The Zoom link is set up as a courtesy by your instructor to help students keep up with course activities/materials when absent.

Attendance Policy | Part Three: Late Essay Assignments and Missed Quizzes

All waiving of late points for essays and arranging for make-up quizzes must be approved by the instructor. Please note: You cannot receive WR 2K credit (Writing Requirement, 2000 words) if the three class essays: Definition, Experimental Learning, and Analysis are not completed.

Late Essays

Are accepted (Definition, Experimental Learning, and Analysis Essays) but are penalized 10% of the total grade on a *prorated basis per HOUR.* **For example:** If the Analysis Essay, due at 11:59 pm, is turned in the next day at 9 am, the late penalty would be: 22.5 points x 10% = 22.5 points/day or .94 points/hour = .94 points x 9 hours = 8.46 which is an 8 point late penalty.

Waiving of late points can be considered for documented illnesses and emergencies. Other situations/documentation are considered on a case-by-case basis. Many times, accommodations can be arranged for waiving late points, so students are *strongly encouraged to contact the instructor* any time a student turns in a late essay.

Waiving of essay late points cannot be considered for:

- Non-documented illnesses or emergencies
- Religious holidays
- University-sponsored events
- Other coursework due the same day

Late optional rewrites of essays are not accepted due to time constraints.

Missed Quizzes

All quizzes must be taken in class or the DRC on the due date with exceptions for:

- University-sponsored events such as athletics and band
- Documented illness or emergencies
- Religious holidays

Please contact your instructor ASAP for any missed guiz:

- **1.** When you know ahead of time that you will miss a quiz: a university-sponsored event, religious holiday, or scheduled health event), you <u>must</u> contact the instructor ahead of time and plan for making up the quiz.
- 2. If you experience a sudden hardship, illness, or emergency that prevents you from taking a quiz on any scheduled day, please contact your instructor immediately to let her know that you will miss or have missed a quiz.