Schedule of Deadlines for the Semester

A. First meeting with me: 11–12 September
   1. First, a meeting with me on 11–12 September, at the beginning of week 4 of the semester. Experience has shown that we’re best off setting the first one-on-one meeting ahead of the due date for the outline – see, on the outline, no. 2 immediately below. I’ll set up a sign-up sheet outside my secretary’s office, Room 544, for meetings on 11–12 September. These are 20-minute sessions (sign up for adjacent sessions if you wish to have more time).
   2. The outline will be due within two weeks after our meetings. We’ll establish the exact deadline in class. Please send me your outline via email.

B. Full draft, and second meeting with me: deadline of Friday, 13 October, meetings on 18 and 23 October.
   1. Full drafts are due on Friday, 13 October, no later than the end of the day. These, too, should be sent to me via email. I will then try my best to have responses in your hands no later than one day before our scheduled meeting, perhaps earlier.
   2. Meeting with me, following my reading of and comments on the full draft. There’ll be sign-up sheets for meetings on 18 and 23 October.

C. Final paper – due date is Friday, 15 December 2006, at 4:00 p.m.
   1. The final paper is due no later than Friday, at 4:00 p.m., on 15 December, which is the last day of the exam period. Please leave hard copy of the paper at my secretary’s office, Ms. Carol Wibbenmeyer, Room 544.
   2. Note bene: I must have these papers by this date. Late papers will be penalized.
   3. You are welcome and, indeed, encouraged to contact me via email on the final paper at any point during the weeks of the semester following my receipt of your full draft.

D. Questions of form
   For the final paper, please use standard “blue book” citation rules. Be sure that I have footnotes (bottom of each page) and not the dreaded “endnotes”. (There is no need for you to worry about footnotes in the full draft, as distinct from the final paper.)

E. “Early Papers”
   Obviously, none of these deadlines precludes your handing in this or that early. Among the advantages of an early submission of the outline and/or full draft is the prospect of getting an early response from me.