

101 Rules & Regulations fall 2014

Grade Analysis

Reading (RQ 1 & 2)	10%	Two 5% in-class reading quizzes.
Writing Task 1 (WT1)	10%	<i>Definition</i> (2, 3 or 4 extended definitions; total word count: 250-300)
Writing Task 2 (WT2)	10%	<i>Causal Analysis</i> (reasons, causes, effects, problems and solutions)
Midterm examination	20%	Multiple-choice examination testing reading, vocabulary, grammar
Writing Task 3 (WT3)	10%	<i>Comparison</i> (similarities and differences)
Writing Task 4 (WT4)	10%	<i>Argument</i> (adopting a position and defending it)
Oral presentation	5%	Speaking skills and short, non-PPT presentations
Final examination	25%	Multiple-choice examination testing reading, vocabulary, grammar

Grade Standards

A+: 93–100%	B+: 85–89%	C+: 75–79%	D+: 65–69%	
A: 90–92%	B: 80–84%	C: 70–74%	D: 60–64%	F: 0–59%

NOTE: 1% upgrades: Students who are no more than 1% away from the next higher grade boundary (eg D to D+, D+ to C, etc.) *may* have their grades raised to the next level if they meet three requirements: they must have 4 or fewer unexcused absences, they must have completed all major assignments, and they must have passed *both* the midterm and final exams.

Unexcused Absence Policy

0 – 4	unexcused absences	=	no deduction from the final grade
5	unexcused absences	=	-1% deduction (no upgrade possible)
6	unexcused absences	=	-2% deduction (no upgrade possible)
7	unexcused absences	=	-3% deduction (no upgrade possible)
8	unexcused absences	=	-4% deduction (no upgrade possible)
9	unexcused absences	=	-5% deduction (no upgrade possible)
10	unexcused absences	=	DN
15	ABSENCES (TOTAL)	=	DN (if 10 or more unexcused absences)

Missed Work

If you have an **official excuse** from the Department of Student Affairs, you will either be allowed to make up any graded class work that contributes to your final grade or be given an average for the missed work; the teacher will decide. Your official excuse must be the original (blue) document from Student Affairs and it must be presented within one week of returning to class. According to ELD policy, if your excuse for missing a class is personal, your teacher is not permitted to excuse you.

It is your responsibility to find out about any exam announcements that were made in the class you missed and any homework assignments that you should prepare for the next class. Visit your teacher's *Blackboard* page every day and pay particular attention to the calendar, announcements, and email notifications.

Materials

Blackboard will be the main medium for the transmission of course documents and materials so you should be able to navigate through its pages competently. Teachers may also ask you to complete work in the textbook *Academic Writing* by Bailey. Students are expected to come to class on time and properly prepared with a pen or pencil, writing paper, dictionary, and any documents or sheets required by the teacher for a particular class. Mobile phones should be switched off on entering the classroom. Finally, it is vital to maintain the academic integrity of your work. Always do your own work. Any instances of misbehaviour will incur severe penalties.

101 COURSE COMPONENTS

(141)

10%: READING QUIZZES	RQ 1 & RQ2	<p>Two in-class teacher-made quizzes:</p> <p>RQ1 (before the midterm exam) Definition and/or causal analysis texts</p> <p>RQ2 (before the final exam) Comparison and/or argument texts</p>
40%: WRITING TASKS	WT 1, 2, 3, 4	<p>2, 3 or 4 writing tasks on</p> <ul style="list-style-type: none"> Extended Definition (10%), <p>and full-length compositions on</p> <ul style="list-style-type: none"> Causal Analysis (10%), Comparison (10%), Argument (10%). <p>Grades may include pre- and post-writing elements. This writing is not source-based.</p>
5%: ORAL PRESENTATION	OP	<p>5 or 6 students give non-PPT 4-minute presentations at the end of each unit. Topics are related to the particular writing component (definition, causal analysis, comparison, argument). Topics selected by the teacher or students.</p>
20%: MIDTERM EXAM	MTE	<p>A multiple-choice examination based on the reading, vocabulary and grammar work completed before the midterm:</p> <ul style="list-style-type: none"> three readings (definition and causal analysis); two will be pre-released. selected vocabulary (AWL 1-3 and WF 1-2). Grammar and sentence structure arising from the remedial work component and from the rhetorical modes of definition and causal analysis.
25%: FINAL EXAM	FE	<p>A multiple-choice examination based on the reading, vocabulary and grammar work of the whole semester:</p> <ul style="list-style-type: none"> three readings; two will be pre-released. selected vocabulary (AWL 1-6 and WF 1-4). Grammar and sentence structure arising from the remedial work component and from argument and from the rhetorical modes of definition, causal analysis, and comparison.