**ENGLISH 102: *An Introduction to Report Writing* TERM 122**

**102 Rules & Regulations spring 2013**

**Grade Analysis**

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| **Reading**  **Writing** | **15%**  **25%** | Teacher-assigned themed readings leading to in-class quizzes (3 or more)  Three in-class compositions: |
| Writing Task 1 | - | WT1: *one source*, emphasis on paraphrase and 101 writing skills |
| Writing Task 2  Writing Task 3  **Mid-term Exam** | -  -  **15%** | WT2: *two sources*, synthesis, documentation, MLA Works Cited  WT3: *two ‘mixed’ sources* (text + chart, graph, table, etc.)  ‘Mixed-source’ composition based on the course theme (cf. WT3) |
| **Term Report** | **20%** | A 1000- to 1200-word term report on a teacher-assigned themed topic |
| **Oral Presentation** | **10%** | Individual presentations on the themed term report; presentation skills |
| **Final Exam** | **15%** | *Final exam = 15%* Multiple-choice test of reading and report skills |

**Grade Standards**

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

**NOTE:** Students who have final grades of 59, 69, 79, or 89**, *may*** have their grades raised to the next level if they meet the minimum requirements of 4 or fewer unexcused absences, have completed all major assignments on time, and have achieved an appropriate level of performance.

**Unexcused Absence Policy**

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

**Academic Integrity**

Academic dishonesty (plagiarism, cheating or falsification of any work) will not be tolerated and violations will be subject to the penalties described in the *Undergraduate Bulletin*, including failure of a given assignment, failure of the course, or academic probation.

**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 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 have ready for the next class. Visit your teacher’s *Blackboard* every day and pay particular attention to the calendar and announcements.

**Materials**

*Blackboard* will be the main medium for the transmission of course documents and materials. Each student must be able to log in to his teacher’s *Blackboard* and navigate through the course pages in a competent manner.

Students are expected to come to class on time and properly prepared with a pen or pencil, writing paper, dictionary, stapler and any documents or sheets required by the teacher for a particular class. Mobile phones should be switched off on entering the classroom.