ENG.102 COURSE POLICIES

Writing assignments: Students are expected to write almost every week, although assignments will vary in length and formality. Revision is encouraged and will be required in some assignments. All assignments must be typed and double-spaced with 2.5 cm margins, unless otherwise indicated. Generally, there is no need for a separate title page, but you must indicate your name, course code, section, the assignment number, the date and your instructor’s name in the top right-hand corner of the first page of your assignment. If you do your assignments on a computer, it will greatly facilitate revision. When assignments are due in class, please proofread, copy, and staple them before class so that you may turn them in at the beginning of the class period.

Quizzes: Some classes will begin with a five-minute quiz, which is intended to encourage 1) your regular, on-time attendance and 2) your preparation of the readings. Quizzes will take no more than 5-7 minutes of class time; they should not be difficult for anyone who has completed the day’s reading. They will form the basis for much of the classwork grade. If you miss more than three class meetings, your final grade will be lowered.

Presentations: Students will each make at least two five - to fifteen - minute individual presentations, in which they will present background material for the day’s reading. These presentations are essentially mini-research projects, since no prior knowledge of the subject matter is assumed. You will meet with your instructor to discuss the focus of the presentation, sources for research and the delivery of the presentation in class. There will also be group presentations and/ or roleplays and one debate where individual efforts will be evaluated as well as group dynamics and team work strategies. Topics and guidelines for these activities will be provided by your instructor prior to submission of activity outlines for delivery in class.

“Minutes”: Following each class meeting, one student will write “minutes,” or a brief report of what happened in class that day. The student will first e-mail the minutes to the instructor for feedback, and then based on that feedback, revise them before sending them to other students in the class. This will serve as a record of what we accomplish this semester as well as a way for students who occasionally miss a class to keep up with the work and the flow of ideas.

Portfolio: You will keep a collection of all the written work you do this semester, including formal assignments (both rough and final drafts), class notes, brainstorming, and quizzes. While other formats are acceptable, you may find it easiest to use a two-ring binder or a clear file. What is important is that any time in the semester you have all of your work collected in one location and also keep a record of your assessment which is a proof of your academic profile.

Conferences: You will meet with the instructor individually or in small groups at least twice during the semester to discuss strengths and weaknesses, interest areas and to provide two-way flow of feedback.

Word processing: You are expected to be comfortable with basic word processing and Internet use. As a minimum, you should know how to create and save a document to a floppy disk, cut and paste text, search and replace text, and set up the proper layout of a document (eg. indentation, margins, line spacing, and page numbers). Please consult the guidelines provided last semester for full details.

Technology & audio-visual aids: Use of technology (PowerPoint, electronic or non -electronic visuals, realia, audio or VCR, CD and /or OHP) is required in the course. Meaningful use of technology as a tool will both enrich the individual and group presentations with support and reinforcement of thesis and also help improvement of organisational skills.

Library: You are expected to know how to use the library, both its print and electronic sources, although suggestions will be provided on sources for specific research topics, as necessary for the presentations and writing assignments.

Assessment & Grading: Students' continual involvement, commitment and interaction in research, reading, writing and speaking is expected in this course. Grades will be an indication of achievement and competence in accuracy, fluency, interpretation, inference and argument in reading comprehension, written and oral expression as well as active participation in classwork, punctuality in sticking to deadlines and organisation in keeping record of all written or presentation work. The following percentages are allocated to the major components of assessment:

- Classwork [ Attendance, mini-presentations, roleplays, groupwork, quizzes, minutes] - 20%
- Formal written assignments and revisions [ term project(s) inclusive] - 60%
- Midterm Exam or an equivalent paper - 10%
- Portfolio [ All of a student's written work organized and categorized in a meaningful manner with student's own remarks/comments sheet to show personal evaluation.] - 10%