

## Highlights of Composition II Policies, and Procedures

- Our course wiki will contain all assignments, texts (pdfs), and notifications:

<http://engl102-s16-grayson.wikispaces.umb.edu> Please check it daily.

- My office hours: MWF 10-11am and MW 1-1:30pm or by appointment. You may always email me at Karen.Grayson@umb.edu

- I do **not** accept essays and assignments via e-mail. You may hand work in early, drop it in my mailbox (Eng Dept, Wheatley, 6th flr), slide it under my office door (W-6-rm 18) before class, or have a classmate hand it in for you if you are unable to attend class.

- Breakdown of grades:

1/3 Class Participation: CP is assessed every class and includes having your completed assignment and materials, being present and on time, and actively contributing to our discussions and activities. The success of our course depends on your active engagement & participation.

1/3 Daily Assignments: Each Assignment is worth 25 pts (unless otherwise noted). You will earn full credit for all thoughtfully completed, printed, typed assignments, including glossed texts.

1/3 Essays and Revisions: All drafts are worth 100pts. You may revise any paper as long as you hand it in within a week of receiving your graded draft. ***Please highlight all changes & additions on your revision*** and hand it in with your previous draft with my comments.

- Printing: Please be prepared to print material for every class. Plan to replenish your copy card and identify the locations of several printing stations on campus. There will be long lines before class, and printing is not an acceptable reason to be late to class. Please create a plan for printing that doesn't interfere with class. (See syllabus for more info).
- Absences: Any student with 4 or more absences that has fallen significantly behind should not expect to pass the course. Please email me and plan to meet as soon as a pattern of absences or missing work emerges. We can help you get back on track if we address it early.
- Late Assignments: Grades on late assignments and essays will be lowered by one grade for each class it is late. Instructors may not have time to provide feedback on late work and are not required to do so; thus, by turning work in late, students may deny themselves the benefit of teacher commentary necessary for subsequent steps in the assignment. (See syllabus for more info).
- Student Samples: You are expected to generously share your own perspectives, knowledge, and experiences. However, please only write about what you are comfortable sharing (anonymously). Student writing samples will be read and discussed in class regularly.
- Please use 12pt Times New Roman Font on **all** drafts and assignments. Most assignments will be single-spaced.