

ENGLISH 102 - 01, 02, 04

Spring 2000
Chaminade University

EXPOSITORY WRITING

Instructor : Lisa Hutton
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Office hours: By appointment

General Information

Required texts:

The Contemporary Reader, 6th ed. Ed. Gary Goshgarian
The Scott, Foresman Handbook for Writers, 5th ed.

Assignments and Marking

1. There will be five writing assignments, each worth 10 points.
2. There will be a research paper of ten pages minimum. This paper, plus the preliminary work of drafts and notecards, will be worth 30 points.
3. There will be a written, in-class final exam worth 10 point. The mathematically astute among you will realize that that leaves 10 points unaccounted for. Read on.

Attendance and Related Matters

1. At the end of the term, you will receive participation points, with 10 as the maximum number possible. If you co-operate, participate actively in class, arrive on time, and attend the class regularly, you should get most, if not all, of your participation points.
2. Roll will be taken at the start of each class. If you turn up after roll, you're tardy, and too many tardies will affect your participation grade.
3. If you're late to class or absent, you are responsible for asking for any hand-outs, announcements or assignments you may have missed.
4. If I'm more than fifteen minutes late, you may consider the class cancelled and leave. Please wait for the fifteen minutes, though!
5. If you are absent from class, you must have a valid excuse, or at least one that sounds good.

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6. You are allowed 3 free cuts - unexcused absences. Any unexcused absences after that will be deducted from your participation points at the rate of one point per cut.

7. If you take a free cut on the day a paper is due, the paper must still be turned in to the Faculty Services Office in Henry Hall by 2:00 pm. There is a manila file with my name on it in the appropriate pigeonhole there.

Late Papers, Etc.

1. All papers are due.

2. They're due when they're due.

3. I will accept late papers with a good excuse and a groveling apology. Late papers without a good excuse/groveling apology will be marked with stricter standards. Extensions are negotiable if they are really, really necessary. I don't usually mark and return papers until everyone has turned his or her paper in, so be considerate of your classmates.

4. Please type, double-spaced, for any work you hand in. Name and section number in upper right corner, please! Do I need to mention that spelling, punctuation, and grammar count?

5. If you need any help, explanations or further details at any time during the course, don't be hesitant about asking me - research writing can be very complicated!

Standard Disclaimer: All of the above information is subject to change at the whim of the instructor. Thank you.