**EAD 356:155 Fall 2014 Dr. Caroline Marrone**

**Tillet Room 252 2nd (10:20-11:40AM)**

**REQUIRED PURCHASES:**

* *The Blair Reader8th Edition, Kirszner & Mandell, editors*
* *Grammar Troublespots :A Guide for Student Writers,* 3rd edition, Ann Raimes, editor.
* small notebook for class notes
* one folder **with** **pockets** (any kind) to serve as your portfolio

**CLASS POLICIES**  
  
1) Attendance is **REQUIRED** by the Writing Program. Anyone who misses 4 or more classes risks failing the course. If you must be absent because of sickness, religious holiday, or family emergency, you must get in touch with a classmate for notes and assignments **BEFORE** the next class.

* If you miss class, you will be expected to get caught up on class work and homework AS SOON AS POSSIBLE.
* When you are absent, **you MUST post notice of your missed class through The Rutgers Self-Reporting Website**.  Go to <https://sims.rutgers.edu/ssra/>\* and follow the directions; I will receive an e-mail announcing the absence.  Remember, though, posting the absence does NOT excuse the absence.

2) Lateness will be noted. If you come to class late frequently will risk failing the course because you will miss valuable class discussion and instructions which cannot be duplicated. Lateness to class will incur a penalty of ½ an absence each time. **DO NOT BE LATE EVER!**

* If you come late to class, you are responsible for finding out what you have missed.

3) Please bring pens, *the textbook*, the grammar book, and your **folder** to **EVERY** class.

4) It is your responsibility to remember when we meet in the classroom and when we meet in the Computer Lab. **If you are not sure, check the class schedule on our class Sakai site.**

5) ALL assignments such as journal entries, group projects, rough drafts and final essays must be handed in **ON TIME**, with **your name, EADII Section 25 and my name clearly marked on all work**. We will review this in the Computer Lab.

6) You will write **four** essays, each with 2 rough drafts and final draft, and you will take a **two-day** in-class midterm and a **two-day** in-class final exam.

7) Please keep all your papers and class work for the course in your **folder** with pockets which will be collected several times during the semester. Your portfolio with all your papers except your final exam (which is kept on file in the Department) will be returned after folder review during my final office hours.

8) If you pass EAD II, you **must register for either 100R** (355:100 Basic Composition with 355:099 Reading) or **100G** (355:100 Basic Composition with 355:099 Grammar) the following semester. I will let you know which course is appropriate. **If you do not pass EADII**, **you must register for EAD II (356:156) the following semester.**