

## Approximate Graded Assignments

The graded assignments and their percentages of the course grade are as follows:

- Written submittals (grade is based on content [50%], outline [40%], and spelling/grammar [10%])
    - Prewriting assignment 3%
    - Brainstorming/outline development 5%
    - Writing style assignment 2%
    - Literature search assignment 5%
    - Proposal assignment 5%
    - Business letter assignment 5%
    - Test/lab report assignment 3%
    - Specifications assignment 2%
    - Technical report assignment 15%
    - EIR/EIS report assignment 5%
    - (Writing process assignment 5%)\*
  - Oral presentations
    - Informal presentation 5%
    - Technical presentation 10%
  - Other
    - Mid-term exam 10%
    - Final Exam 15%
    - Attendance and participation 10%
- TOTAL 100%

\*Optional assignment for extra credit

After computing the total score, the instructor will determine a letter grade for each student using a modified curve method, his professional judgement, and the grading described in the University Catalog, as follows:

- A = (90-100) Superior work
- B = (80-89) Very good work
- C = (70-79) Adequate work
- D = (60-69) Minimally acceptable work
- F = (0-59) Unacceptable work

### Written Submittals

Please prepare all written submittals using a word processor and print them on good quality paper. Staple them in the upper left corner, but do not place them in a report folder.

### Late Policy

Work not turned in by the beginning of class on the due date will be considered late. Late work submitted within 24 hours of the due date will be accepted with a 25% penalty. You may submit work directly to the instructor, or to the department secretary. **Do not slide anything under any office door. Do not submit assignments through e-mail.**

*Graded work in this course is to be the original work of the individual student, unless specified as a team or group assignment. Absence is reason for lowering course grade and/or failure.*

### Cell Phone/Beepers Policy

They will be off or on “vibrate”, but calls will NOT be responded to during class time.