

WRT 100 Student Rights and Responsibilities

Rights

1. You will receive notice of major due dates at the beginning of the semester on the syllabus, with reminders when the assignments are given.
2. General grading criteria is listed on your syllabus. More specific grading criteria for each assignment will be distributed at the start of each major assignment and reinforced after the first draft is returned to you with comments.
3. All your major assignments will receive specific, written comments from your instructor to guide your revision before your assignment is given a final grade.
4. You will have the opportunity to share your writing with your peers.
5. Your graded assignments will be returned to you within 10 business days.
6. You will be treated with respect.

Responsibilities

1. Attend all classes. Being excessively late for class counts as an absence. **You are permitted five (5) absences on a MWF schedule or three (3) absences on a TTh/MW schedule. Absences above this limit will affect your final grade.** Penalties for excessive absences and/or missing in-class work due to an absence are determined by your instructor and are on your syllabus.
2. Complete any assigned reading, writing, or other tasks before the class when they are due, and come to class prepared to write and participate. Bring your books, other required materials, and completed homework to class.
3. Treat everyone with respect.
4. Raise questions about material you don't understand.
5. See your instructor outside of class for individual instruction and/or questions about your work.
6. Turn off your cell phone, pager, personal digital assistant, MP3 player, and/or any other electronic devices upon entering the classroom and do not use any of these devices during class. If you have an emergency situation that requires you to leave a cell phone or pager on, please set it to vibrate and leave the classroom to take any calls.

Comments/Questions/Complaints

First try to resolve comments, questions, or complaints about WRT 100 with your instructor. If you are unable to reach a satisfactory resolution, you should then discuss your situation with the Chair of WRT 100, Professor Martha Krupa. Her email address is mkrupa2727@aol.com.

Student's Signature: _____

Date: _____