**COURSE GOALS**

EAD Fundamentals provides a supportive classroom environment for matriculated non-native English-speaking undergraduates to improve their writing skills in English. Students will be immersed in English and participate in classroom activities designed to improve vocabulary and grammar proficiency in order to gain greater confidence in reading and writing in English. Students will also learn the conventions of an academic essay, improve reading comprehension, and become more familiar with the components of academic integrity. Students earn four credits (4) which count toward graduation if they successfully pass the course and can register for EAD I the following semester.

**REQUIRED TEXTS AND MATERIALS**

- A pocket folder; a college notebook.

**COURSE REQUIREMENTS**

- **Attendance** is mandatory (please see ‘Departmental Absence and Lateness Policy’ below).
- **Four Papers /Essays.**
  - In order to pass the class, all drafts must be submitted (no missing work).
  - Incomplete, late rough drafts will lower your final grade for the paper.
  - Finished papers will generally range 3-5 pages in length. Rough drafts are shorter and will have a specified minimum length of 2-4 pages.

The work for each paper consists of several ungraded but REQUIRED components. Failure to complete them will result in a lower grade on your paper. These components are the following:

1) Reading two Assigned Readings;
2) Writing One Page Essays in response to the readings (sometimes an in-class quiz may be substituted for the one-page essay);
3) Completing a Paper Building Exercise (an outline, a paragraph, etc.);
4) Adding to your Vocabulary Journal (paper 1) and working on Error Logs (paper 2, 3, 4);
5) Writing a Rough Draft.

- **Portfolio -** Students are responsible to keep a two-pocket folder/portfolio with all drafts, final papers, short essays, which will be collected several times during the semester.
- **Exams -** A two-day, in-class Midterm & a two-day, in-class Final exam.
- Students should actively peer review the work of their classmates and engage in class discussion, literature circle, and in-class assignments and exercises.
- In order to pass 01:356:154, students need to a) receive a minimum grade of "C" on Paper 4, b)
receive a minimum grade of "C" on another paper, and c) pass the final exam.

PAPER SUBMISSION AND FORMATTING REQUIREMENTS

- Instructions for how papers and assignments are submitted—BOTH electronically and in class—must be strictly followed. Rough drafts are submitted into the sakai dropbox and as hard copies (3) in class. Final drafts are submitted in three ways: into the sakai dropbox, into Assignments in sakai, and as a hard copy in class.
- All drafts must be typed and must follow specific formatting guidelines that will be presented in class.

GRADING

- It is important to maintain your course portfolio (a pocketed folder) with all assignments and papers completed. There are folder/portfolio reviews during the semester in which a student’s work is reviewed and evaluated for progress.
- The final grade in the course is determined by sustained ability at the end of the course rather than an average of the paper grades. Improvement counts heavily.
- All grades are subject to departmental review.

DEPARTMENTAL ABSENCE AND LATENESS POLICY

- Students who have more than six absences automatically fail the course and must retake the course the following semester.
- Only documented athletic travel or approved religious holidays count as excused absences. Other reasons, including illness, are not excused and must be covered by the six allowed absences. Therefore, it is critical that you reserve these absences for true emergency only.
- A student who is more than 20 minutes late to class earns half an absence. If a student has missed more than 40 minutes of class, he or she is considered absent. If you are late, please approach the instructor after the class to ascertain if your late arrival has been recorded and that you do not have an absence.
- Repeated lateness (even brief) will be noted and time missed may accumulate toward an absence.

ACADEMIC INTEGRITY

When writing, it is very important to cite your sources and avoid plagiarism. Plagiarism or cheating is not acceptable and you are subject to disciplinary action if you are in violation. If a violation of academic integrity is suspected, the Office and Student Conduct and deans of your school may also be notified. It is the student’s responsibility to review and understand violations against the Rutgers University Academic Integrity Policy. You may review and/or download the policy by visiting: http://academicintegrity.rutgers.edu

Please do not use translation programs in class as this is considered a form of cheating (academic dishonesty). The purpose of EAD Fundamentals is to help you understand how to write better in English without mechanical devices that do the work for you. The use of outside tutors/editors is not allowed. The only allowed tutoring at Rutgers is at the Writing Centers.

HELPFUL RESOURCES

The University has ample support services to help students who encounter difficulties in both their academic and personal lives. We encourage you to become proactive when addressing issues/problems that arise by seeking out assistance from your instructor(s), department, or the University community. The following are a just some of the resources available to you on campus:
Instructor and Sakai Resources

- At the first signs of difficulty, please reach out to me by attending office hours for one-on-one assistance.
- Review the Resources tab under the class Sakai page for additional sources of help.

University Community Links: Finding Support at Rutgers

Academic Deans and the Office of Academic Services
- [http://sasundergrad.rutgers.edu](http://sasundergrad.rutgers.edu)
- [https://sebs.rutgers.edu/academics/](https://sebs.rutgers.edu/academics/)
- [http://www.business.rutgers.edu/](http://www.business.rutgers.edu/)
- [http://www.masongross.rutgers.edu/content/undergraduate-academic-advisors](http://www.masongross.rutgers.edu/content/undergraduate-academic-advisors)
- [http://pharmacy.rutgers.edu/content/academic_services](http://pharmacy.rutgers.edu/content/academic_services)
- [http://soe.rutgers.edu/oas/advising](http://soe.rutgers.edu/oas/advising)

Academic Integrity
- [http://academicintegrity.rutgers.edu](http://academicintegrity.rutgers.edu)

Center for Social Justice & LGBTQ Communities
- [http://socialjustice.rutgers.edu/](http://socialjustice.rutgers.edu/)

Dean of Students
- [http://deanofstudents.rutgers.edu](http://deanofstudents.rutgers.edu)

Bias Prevention & Education Committee
- [http://deanofstudents.rutgers.edu/bias-prevention/](http://deanofstudents.rutgers.edu/bias-prevention/)
- [https://undergraduate.rutgers.edu/for-students/student-resources/campus-deans](https://undergraduate.rutgers.edu/for-students/student-resources/campus-deans)

Office of Disabilities Services
- [https://ods.rutgers.edu](https://ods.rutgers.edu)

Global/International Services
- [http://globalservices.rutgers.edu/](http://globalservices.rutgers.edu/)

Public Safety
- RUPD [http://publicsafety.rutgers.edu/rupd](http://publicsafety.rutgers.edu/rupd)
- Department of Transportation Services [http://rudots.rutgers.edu](http://rudots.rutgers.edu)

Rutgers Health Services
- [http://health.rutgers.edu](http://health.rutgers.edu)
- Medical [http://rhsmc.rutgers.edu](http://rhsmc.rutgers.edu)
- Counseling, Alcohol & Other Drug Assistance Program & Psychiatric Services (CAPS) [http://rhscaps.rutgers.edu](http://rhscaps.rutgers.edu)
- Pharmacy [http://rhsp.rutgers.edu](http://rhsp.rutgers.edu)
- Health Outreach, Promotion & Education (H.O.P.E.) [http://rhshope.rutgers.edu](http://rhshope.rutgers.edu)

Office of Violence Prevention & Victim Assistance
- [http://vpva.rutgers.edu](http://vpva.rutgers.edu)

Writing Program Writing Centers
- [http://wp.rutgers.edu/tutoring/writingcenters](http://wp.rutgers.edu/tutoring/writingcenters)