**Grading Policy**

The scoring category of each graded assignment translates to a corresponding number of points. (See page 10 for the points assigned to each assignment.) I do not “take off” points when I grade. Instead, I evaluate holistically, taking into account the overall quality of the writing, as well as (when appropriate) the quality of revision and your responses to reviewers’ suggestions. Thus, if a report is worth a maximum of 50 points and I place it in the “Adequate” category, it could receive anywhere from 35 to 40 points. Don’t look for specific areas where I “deducted” points — instead look at my comments explaining why I categorized the work as I did. You may earn a maximum of 500 points for the course. Letter grades are awarded according to this conversion table: A = 450 - 500 B+ = 425 – 450 B = 400 – 425 C+ = 375 - 400 C = 350 - 375 D+ = 325 - 350 D = 300 - 325 F = below 300 PLEASE NOTE: Failure to complete any major assigned work will be grounds for a final course grade of “F.” If you cannot complete an assignment, you must see me. Otherwise, you risk failing the course, even though your point total without the grade for the missed assignment may still fall in the passing range. You can’t pass the course if you don’t complete it. Because this course emphasizes revision, I encourage you to use a computer and to save all documents on disk. That will spare you the burden of retyping and will make it much easier to revise and improve drafts.