

CIED 5022
Rules and Procedures
Chapter Two Assignment
Refer to pages 40-41
10 points

Target

Students

- address both rules and procedures with details, including the four categories of procedures
- provide clarification of rules and some consequences;
- produce neat, coherent, well-edited work
- use academic discourse
- submit work on due date

Acceptable

Students

- limited address of either rules or procedures or brief address of both
- random organization of categories
- limited clarification of rules;
- work neat, edited, with some coherency
- discourse informal
- submitted on due date

Unacceptable

Students

- omitted either rules or procedures
- no categories
- little or no clarification
- work untidy, unedited, and not coherent
- discourse informal
- submitted late

Points to consider for CEP

- categorize procedures into four groups
- use checklist at end of chapter to provide guidelines
- include consequences
- state rules and clarify
- practice editing and academic discourse