WRITTEN HOMEWORK GUIDELINES

The following rules apply to all written homework assignments. Assignments that do not comply with these requirements will not be accepted.

1) FORMAT:

   a) Typed in standard 12 point type, using a standard font (for example, Times New Roman), standard margins, and a standard vertical layout

   b) Double spaced, with answers in complete sentences, using correct grammar and spelling

   c) Printed on plain white paper using black ink only

   d) A complete heading at the top of the first page: name, course (CRJ 104), section number, assignment number, and due date of the assignment

   e) If multiple pages are submitted, they must be stapled together with one staple in the upper left hand corner of the pages.

2. SUBMITTING ASSIGNMENTS:

   a) Eight written homework assignments will be assigned. All students are required to turn in at least four of these assignments. For extra credit, students have the option to turn in additional written assignments beyond the required four.

   Students are expected to read and prepare every assignment for class discussion, even if they do not plan to submit the assignment as written homework.

   b) A hardcopy of the assignment must be turned in at the beginning of the class period. Students are expected to have two copies of their homework – one to turn in at the beginning of class, and one to refer to during class discussion that day. Assignments can be submitted by e-mail only when a student is absent from class and wishes to avoid having the assignment marked as late (see #3c below).

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3) LATE ASSIGNMENTS:

a) Homework must be turned in on the day it is due. Typically homework assignments will be discussed in class on the day the assignment is due. If you are present in class for the class discussion, you CANNOT turn the assignment in late. **Late assignments will be accepted only from those who were absent from class with a legitimate excuse on the due date.**

b) Late assignments will be accepted only until the next class period after the due date. No late assignments will be accepted after the next class period, unless you have made prior arrangements with me. Permission to turn in work after the “late” deadline will be granted only due to extraordinary circumstances (prolonged illness, for example).

c) To avoid having an assignment marked as late, a student who is absent can submit the assignment to me by e-mail prior to class time on the due date. The assignment must be e-mailed from the student’s MCC e-mail account in MS Word document format.

4) GRADING: Assignments will be graded on a scale of 1 to 5, as follows:

5 = excellent; 4 = good; 3 = acceptable; 2 = fair; 1 = poor

Late assignments will be graded but will be marked as late. To receive a grade of 5, the assignment must meet all the format requirements listed under #1 above, and it must provide accurate, thorough, and thoughtful responses to all of the questions posed.

4) ACADEMIC HONESTY: The homework you turn in must be completed by you individually, **not** as a “group” assignment. **Copying another student’s homework will be considered an act of academic dishonesty on the part of both the student who copies and the student who allows his/her work to be copied.**