

# ASSIGNMENTS

## INTRODUCTION

- Assignments are assessment tools used in this course to assess the students' understanding of the course material.
- Every assignment has two sets of requirements: general requirements and specific requirements.



# ASSIGNMENTS

## GENERAL REQUIREMENTS

The general requirements are stated in the Course Policy section provided in the Course Syllabus. They apply to all assignments for this course. They are:

- Students who miss assignments, tests, quizzes and presentations without official permission are not given substitute ones. If official permission was given, students must make arrangements with the course instructor to make up for missed work.
- Plagiarism in any form, manner or degree is unacceptable, and the course instructor can give a penalty grade for any student who commits plagiarism.
- Soft copies of assignments, research papers, reports, presentations and any other documents sent by students via email to the course instructor should not be in any compressed or zipped format.
- Soft copies of the assignments and reports sent to the course instructor should be in MS Word format or searchable PDF format. Scanned versions are not acceptable.
- The PDF or Word file name should start with your first and last name, followed by a hyphen and then the first four words of the title of your assignment, paper or presentation.
- Hard copies of assignments, reports, research papers, etc. requested by the course instructor should be submitted (if required by the course instructor) in the form of unfolded A4 sheets, properly and neatly bound. They should be typed and printed out. The course instructor is not responsible for any loss or damage of any documents not handed to him or her in person. Students are advised against asking others to submit their work on their behalf.
- Deadlines set by the course instructor for turning in assignments, reports, research papers, proposals, etc. must be strictly observed by the students. The course instructor will reject work submitted after the deadline or may accept it with a penalty grade.
- Incomplete or unfinished assignments, reports, research papers, proposals, presentations, etc. will be rejected by the course instructor.
- The course instructor is not responsible for any soft copies sent by the student to an email address other than the instructor's email address stated in this syllabus, or from an email address other than the student's email address provided to the course instructor at the beginning of the course.
- Grace Period Policy: A "grace period" in this course is defined as a 48-hour period during which students can still submit their work after the deadline. Student assignments turned in within this period are classified as "late" and are subject to a grace period policy. According to this policy,
  - If an assignment is turned in within the first half of the grace period, it will be graded out of 80% of its total weight.
  - If an assignment is turned in within the second half of the grace period, it will be graded out of 60% of its total weight.
- If an assignment is turned in after the grace period is over, it will be rejected.

# ASSIGNMENTS

## SPECIFIC REQUIREMENTS

In addition to these general requirements, each assignment has its own specific requirements. These specific requirements include:

- **Topic:** This refers to the subject matter of the assignment
- **Format:** This refers to the form the assignment should take. In most cases, an assignment is an essay.
- **Description:** This refers to content details about the assignment
- **Word Count:** This refers to the minimum and maximum number of words the assignment should contain
- **Weight:** This refers to the score set for the assignment
- **Deadline:** This refers to the date and time after which assignments are rejected by your course instructor, excluding the grace period



# ASSIGNMENTS

## TIPS FOR SUCCESS

The following tips help you achieve high performance in your assignments and projects:

- Brainstorm your assignments before working on them.
- Show your assignments to colleagues and friends, ask them to review them and give you feedback if they have time.
- Review your assignments before turning them in.
- Keep a backup copy of your assignments in case of hardware or software failure or in case of damage or loss.

If you have any questions, please contact me.

