

COURSE POLICIES

Homework & Email Policy

All homework must be submitted via email. The following criteria must be met when submitting an assignment:

- All homework must be sent to my janelle.arruda@bristolcc.edu email account
- **Word Processor:** Answers to homework assignments must be typed using a word processor. The resulting document must be sent to me as an email attachment. You must use either Microsoft Word or Open Office Writer as the word processor or, if using a different Word Processor, you must save the document in Word format. The attachment which is sent to me must be compatible with either Microsoft Word or Open Office Writer.
- **Document Name:** The document name must include the course number, the homework assignment number and your name. For example, when submitting the fifth homework for CIS53 I would name the document: CIS53Homework5Jarruda (use YOUR name, not mine!)
- **When typing your answers,** include *only* your answer *do not include the question*. Some students prefer to include the question with the answer so that the resulting document can be used for studying. If you choose to include the question, your *answer must be in bold text*.
- Double-space between answers.
- Include your name, course number and time course meets at the top of the page one of the document.
- **Subject Line:** The subject line of all email messages *must include your name (last name, first name order), the course number, the time the course meets (or the section number) and either the homework number or the word “question” or the word “help”*. For example, if I were in the 12:00 CIS53 course and I was submitting the fifth homework assignment, the subject line would read: Arruda, Janelle CIS53 12:00 Homework 5. If the purpose of the email message is to ask a question or to get help, then instead of including the homework assignment information, include the word “question” or the word “help”.

Due Dates:

Unless otherwise stated, all assignments will be due two weeks from the date assigned. If an assignment is submitted after the due date, there will be a 15-point deduction from the grade for each week that it is late. **Assignments more than 2 weeks late will NOT be accepted.**

Check the Web Site Calendar on a for assignment due dates.

Resubmits:

Policies

Assignments with a grade of C or worse can be resubmitted for a better grade. Only one resubmission is allowed per assignment. When resubmitting an assignment, the resubmitted work **MUST** be clearly labeled “resubmission” and *all* originally submitted work must be included with the resubmission. The comments that I made in the returned email message must be included with the resubmitted work. I must be able to refer to the comments that I made on the original work in order to consider the assignment for resubmission.

Late points are not counted when determining if the assignment can be resubmitted. For example, if 20 points were deducted because the assignment was late and 10 points were deducted for incorrect answers; although your grade is a 70, the assignment cannot be resubmitted. On the other hand, if 10 points were deducted because the assignment was late and 30 points were deducted for incorrect answers; this assignment could be resubmitted.

Late points cannot be earned back on resubmitted work.

Plagiarism

Plagiarism is not tolerated. Students are expected to take this course to learn. Learning will not happen unless you do the required assignments and turn in your own work for credit. Students who violate this policy may receive a penalty of the next lower grade or "F" for the course. Duplicate assignments submitted for credit **will be discarded** and will be graded as **"0" (zero)**.