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

- **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 my class is CIS131 and it meets at 11 o'clock, when submitting the 5th assignment for that course the subject line would be: Arruda, Janelle CIS131 11:00 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”.

- Send all files for one assignment in one email.

- Never send more than one assignment per email message.

- **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 CIS131 I would name the document: CIS131Homework5Jarruda (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.

**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.
Assignments submitted late cannot be resubmitted.

Due dates will be posted beside each assignment on the homework page of the class website.

**Resubmits:**

Assignments with a grade of C or worse can be resubmitted for a better grade. 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 assignments cannot be resubmitted.