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, Libre Office or Open Office Writer as the word processor or, if using a different Word Processor, you must save the document in a format that is compatible with Microsoft Word, Libre Office or Open Office Writer.

- **Document Name**: The document name must include the course number, the homework assignment name and your name. For example, when submitting the chapter 5 homework for CIS231 you would name the document: CIS231Chapter5YourNameHere.

- **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 Name or the word “question” or the word “help”. For example, the subject line for an email that is submitted by a student registered in the 12 o’clock class submitting the chapter 5 homework assignment would read: YourLastName, YourFirstName, CIS231 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”.

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 10-point deduction from the grade for each week that it is late. **Assignments more than 2 weeks late will NOT be accepted.**
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. Questions to which I've provided the correct answer cannot be resubmitted.

Late Assignments cannot be resubmitted.

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).

Website

The student is required to visit the course website on a weekly basis. The CIS53 Home Page tab is used as an announcement area for the course. I usually update the site over the weekend therefore I recommend that you check the site at the beginning of the week.