

Requirements for Submitting Assignments

Writing 120 Fall 2011

Prof. Randall Cream

rcream@wcupa.edu

1. All Assignments must be submitted to the appropriate Folder within the Dropbox feature of D2L. I'll create a new folder for each assignment. This is the only acceptable method for submitting an assignment to be graded.
2. All assignments must be submitted as a complete, finished, polished product. Appearance counts! Spelling counts! While I won't deduct points for each error, I will fail work that is obviously unfinished or fails to reflect the product of sustained effort. And *apparently* shoddy work impacts the *apparent* quality of thought. Put your best foot forward & proofread your work!
3. All submissions must be in .doc, .rtf, .odt, pages or some other current format. Note: .wps files are *extremely* difficult to work with; users of Microsoft's outdated "Works" need to learn to save as a .rtf file. Users of Google Docs can export as a Word, .rtf, or PDF file.
4. I'll use the deadline feature within the DropBox to prevent late submissions. I may also use its plagiarism detection engines.
5. I *may* use the grading features within D2L.
6. You must submit your work with your name and the time of your class on the top of your documents.

I may revise these guidelines based on our experience as a class, and update you as needed.

Questions? Concerns? Email me!