

GENERAL COURSEWORK: NOTES & EXPLANATIONS**THE BOTTOM LINE:****REQUIREMENTS FOR PREPARATION OF AND HANDING IN HOMEWORK ASSIGNMENTS:**

- **SKIP LINES THROUGHOUT** when writing composition & homework assignments!! (Write on every other line.)
- Write **TEXTBOOK homework exercises ON A SEPARATE SHEET OF PAPER.**
Handwritten is fine -- BUT your writing must be legible. Do **not** write textbook exercises in the textbook AND do **not** write homework exercises on pages of class notes!! -- just in case the exercise is collected.
- **WRITE OUT** textbook exercises **completely, using full sentences!**
For any fill-in-the-blank exercises, write out the full sentence or paragraph, not just the word(s) you must supply.
- **Complete WORKBOOK, VIDEO, & LAB exercises directly in the Workbook or Lab Manual!**
Please do **NOT** complete Workbook, Video, and Lab exercises on sheets of notebook paper. (See further information on back.)
- **For full credit, homework assignments collected must be received on the specified due date, before or at the time the assignment is collected in class.** (See below for further information.)
- **All homework exercises, from whatever the source, should be prepared completely and with time and care.** You are expected to strive for grammatical accuracy in the preparation of the homework (have your textbook open and right at hand to consult). A few grammatical errors are, of course, natural and to be expected. **However, consistent errors or errors on simple material are an indication of little time, care or effort, and will result in no credit or only partial credit on the assignment.**

FAILURE TO PREPARE ANY ASSIGNMENT AS SPECIFIED ABOVE WILL RESULT IN PARTIAL CREDIT!**RATING SCALE FOR "GENERAL COURSEWORK" ASSIGNMENTS:**

The homework and lab work collected will be checked on a credit/no credit basis, using the following rating scale:

- ✘** : no credit: assignment is too incomplete; assignment evidences little time, care, or effort; assignment completed incorrectly, or incorrect assignment completed;
- ✓-** : partial credit: assignment is late, -- or is deficient in one or more respects: incomplete, or shows a lack of sufficient time, care and effort
- ✓** : assignment is "satisfactory", and meets all minimum requirements
- ✓+** : assignment goes well beyond minimal requirements in length and degree of development; also: a great deal of time, care and effort are evident

HOMEWORK DEADLINES and RATINGS:

- to qualify for **FULL** credit: work must be handed in **when collected in class** (not at the end of class!) or before class, **on the date due**, whether you are present or absent !!
- automatic **PARTIAL** credit: work handed in late (any time after collected in class, through the next class)
- **NOT ACCEPTED** (no credit): work over one class late

NOTE: If you forget to bring an assignment or your Workbook or Lab Manual, you **MUST** take partial credit.

ABSENCES & HANDING IN ASSIGNMENTS: [REMEMBER: handouts you miss will be available on-line at the course website]

Assignments already listed in the "Schedule of Classes":

TO BE ELIGIBLE FOR FULL CREDIT, HOMEWORK ASSIGNMENTS LISTED IN THE "SCHEDULE OF CLASSES" ARE DUE ON THE DATE INDICATED, WHETHER YOU WERE PRESENT OR NOT AT THE PRECEDING CLASS WHEN THE INSTRUCTION AND PRACTICE RELATED TO THE CONCEPT WERE GIVEN AND ANY HANDOUT FOR THE ASSIGNMENT WAS GIVEN OUT, AND WHETHER YOUR ABSENCE IS EXCUSED OR NOT.

This is out of fairness to those students who were in class on the due date. It would be unfair of me to give you full credit for an assignment handed in late simply because you were absent on the due date, but only give partial credit to another student who was present on the due date, but who hands in the same assignment late, having been unable to do the assignment on time.

If you must be absent when a homework assignment is due, it is **your** responsibility to still get the assignment to me on time if you wish to be eligible for full credit. Drop off the assignment to me ahead of time, or have someone bring your homework to class, or to my office or to my mailbox any time before class, OR submit it through e-mail (as an attachment). If you submit it electronically, it must still have been sent by class time, and must follow ALL requirements specified on the previous page.

Additional assignments given that are NOT already listed in the "Schedule of Classes":

When you are absent, it is **your** responsibility to check with another student, or with me, or on line at the course web site to see if you missed any additional assignment(s) that was(were) not listed in the "Schedule of Classes," and to obtain any handout or sheet of directions for the extra assignment.

If you were absent when an assignment was given that was not listed in the "Schedule of Classes", you still have to hand in the assignment by the specified due date, which is usually the next class, except in the case of extenuating circumstances.

COURSEWORK RATING FOR FINAL COURSE GRADE:

"Satisfactory" completion of all assignments collected over the semester will earn a rating of **"B+"** for the "General Coursework" portion of the final course grade. The rating will be adjusted upward from the B+ for exceptional work, or downward from the B+ for deficient work and/or missing assignments. (See syllabus, p.3, for a sample rating scale for final coursework rating based on number of assignments collected.)

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THE VISTAS WORKBOOK, VIDEO, & LAB EXERCISES:

The Workbook & Video Exercises are in the larger booklet; the Lab Exercises are in the slightly slimmer one.

The Workbook, Lab, and Video exercises are basically self-study tools. We will not be going over them in class.

You will complete each chapter's "Video Manual" exercises for homework on the date when when you are assigned to view the chapter *Fotonovela*, on the Video CD-ROM . I check these in class, and give one coursework credit for each set of chapter video exercises.

You will complete the chapter "Workbook" and "Lab Manual" exercises, and hand them in to be checked on the day of each chapter exam. I give one coursework credit for each set of chapter workbook exercises and one credit for each set of chapter lab exercises.

SUGGESTION: Complete the Workbook and Lab Manual exercises as we work through a chapter, to save your self a lot of work at the end of the chapter, right before the exam.

REQUIREMENTS FOR COMPLETING WORKBOOK, VIDEO, & LAB EXERCISES:

- Write answers IN the manual -- NOT on a separate sheet of paper.
- **Correct your work before handing in Workbook, Video, and Lab exercises!**
(The Answer Keys for Workbook, Video, & Lab Exercises are in the separate, slim booklet)
FAILURE TO CORRECT YOUR WORK, AND/OR AS PRESCRIBED BELOW, WILL RESULT IN AUTOMATIC PARTIAL CREDIT.
- Do **NOT** simply copy the answers from the answer keys!!
Don't even bother. I will know if you have copied. Believe me. It's obvious. Automatic partial credit.
- Do the exercises in blue or black ink or in pencil; correct in red, green, or another bright color.
Do NOT erase incorrect answers. Cross them out in the different color ink, and write in the correct answer above.

FAILURE TO PREPARE WORKBOOK, VIDEO, OR LAB EXERCISES AS SPECIFIED ABOVE WILL RESULT IN PARTIAL CREDIT!