

Homework Assignments / Lab Exercises / Email Etiquette

Homework Assignments and Lab Exercises

1. All assignments must be submitted through the work to do tab within webstudy. Submitting through the Work to Do ensures you will get the points for the assignment as they are gathered by webstudy through this tab. Emailed assignments will not be accepted for a grade.
2. All assignments must be submitted in either Word 2003 .doc or rich text format (.rtf). I know Microsoft has released Office 2007. Unfortunately it is not compatible with Office 2003 (Thanks Bill!). If you have Office 2007, you'll want to save your assignments for submission by using Save As and choosing office 2003. This is true for powerpoint too.
3. Any saved documents you send through webstudy MUST have your name (last name and first initial), the assignment name or lab number, and your section (either 900 or 901). Failure to follow these naming conventions will reduce your points by 10% for the assignment. For example if your name is Jill Smith and you are submitting the Mitosis assignment, a possible file name would be SmithJ_Mitosis. This way when I open assignments I know I have the correct one!
4. The assignments are all provided in standard black text. Please insert your answers into the assignments in either **red** or **blue**.
5. Before submitting an assignment or lab exercise please check to be certain that you answered **all** of the questions. Using a different font color helps you identify if you've skipped a question. Skipping questions drastically reduces the points you earn on any assignment. I believe in partial credit!! 😊 Please don't leave the answers blank as there is no partial credit for a blank space.
6. All of your answers must be in your own words. Credit will not be awarded for answers cut/pasted from websites, your course notes, or the textbook cd files. The goal is for you to learn the content. When you think about the information and reword it in your own words, you're more likely to remember the concepts.

Email

1. Every email you send to me must have an appropriate subject on the subject line. Emails with [no subject] on the subject line will not be read or responded to, they will be deleted unread. With so many students, it's impossible to track down a previous email if all the emails in my box say "no subject".
2. When replying to an email you must click on the button [insert original message] to include the original message then type your response. Unfortunately webstudy won't let us set that as a default. Having the previous message included will let me respond as quickly as possible.