

Completing Writing Assignment Guidelines

When completing each of the writing assignments, please remember to follow instructions below before you begin:

1. List your name, student number, course number, date and title on each page of your Written Assignment.
2. Identify the question number you are answering and write the question itself (in bold type).
3. Use a standard essay response to all questions (i.e. four to five paragraphs with three to five sentences per paragraph, including an introduction, middle paragraphs, and conclusion).
4. All responses must be typed double-spaced, using a standard font and 12 point type size for ease of reading and grading.
5. Make sure to double-check your answers for content, misspellings, and grammar.
6. Carefully read and choose the question you feel most comfortable answering.
7. Review your textbook or the material given to you related to the question. You may use other sources to help you answer the question as long as they are cited properly.
8. Start with an outline of your thoughts to provide a framework for your response.
9. Make sure to write answers in your own words. Do not simply cut and paste your answers from the Internet or Wikipedia and do not copy your answers from the textbook. This is called plagiarism. Plagiarism consists of taking and using the ideas, writings, or inventions of another, without giving credit to that person and presenting it as one's own.

If you quote a source, meaning you write exacting what is written somewhere else, you must put it in “quotation marks” and then site the work at the end of the sentence. You should not quote anything more than 40 words.

Word count is NOT one of the criteria that is used in assigning points to written assignments. However, students who are successful in earning the maximum number of points tend to submit written assignments with 350 - 500 words or 1 - 2 pages.

Written assignments, to be accepted, are to be turned in at the beginning of class on the day of the deadline (to be given in advance). In case of absence on the day of the deadline, written assignments should be submitted online before 7pm (pacific standard time). When submitting written assignments online, please submit documents in word or .pdf format to my email address: john@johnynami.com. Due date given is **FINAL**. Any paper received after 7pm of due date is considered late. Late assignments will not be accepted. Online submissions failing to comply with these terms will result in a zero.

Written Homework Grading Rubric

Writing Assignment Evaluation Form

Student Name: _____

Homework Number: _____

Evaluation of Format

Follows instruction:

	Strongly Disagrees		Neutral		Strongly Agrees
Top of every page includes: Student name and course #	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writes correct questions numbers per homework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reiteration of the question/s	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Follows standard writing format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of footnotes for referenced materials (when applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answer/s to question typed in 12 pt. Times New Roman font	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double-spaced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neat and free of any unnecessary marks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Writing Assignment Evaluation

Question #: _____

Evaluation of student's written assignment

	Strongly Disagrees	Disagrees	Agree	Strongly Agrees
Student demonstrated an overall understanding of the subject matter	2	3	4	5
Student was able to identify key ideas within the questions	2	3	4	5
Student was able to identify key concepts	2	3	4	5
Student demonstrated the ability to create, organize and clearly present ideas	2	3	4	5
Student demonstrated appropriate comprehension level	2	3	4	5
Student demonstrated proper use of spelling	2	3	4	5
Student demonstrated proper use of grammar and punctuation	2	3	4	5

Score for written assignment (a minimum of 25 is required to pass): _____

Comments: _____

Evaluated by _____

Date: _____