

Helpful Hints for English 132

Students:

THIS IS A LIST OF INFORMATION THAT YOU NEED TO ADHERE TO WHEN YOU SUBMIT YOUR ASSIGNMENTS THIS SEMESTER SO YOU CAN AVOID BEING PENALIZED. I EXPECT FOR YOU TO FOLLOW THESE GUIDELINES THROUGHOUT THE SEMESTER.

1. Please submit your homework, summary and analysis assignments and major research assignments using the following criteria **AT ALL TIMES**:

- ✓ Your name, my name, the name of your class and section and the due date of the assignment should be double spaced on the **TOP LEFT HAND SIDE** of your page **ONLY ON THE FIRST PAGE OF YOUR ASSIGNMENT**.
- ✓ One inch margins around the document (top, bottom, right and left)
- ✓ 12 pt. Times New Roman Font
- ✓ Double spaced document (unless told otherwise)
- ✓ Proper use of grammar and mechanics
- ✓ No bolded words, words in italics or words in color
- ✓ No cover pages
- ✓ Saved in Rich Text Format
- ✓ Submit via email on UCompass

Formatting will always be part of the criteria for which I will grade your assignments. Please make sure that you format your assignments accordingly.

2. Please make sure that you use UCompass to send email messages or submit your work to me. When you send me an email to ask a question about the class or to submit your assignments, please make sure that you label your messages accordingly. You want to write information that is clear and concise and relevant to the subject of your email. **You should always include your class and section number in EVERY email message that you send to me.** Please do not write cryptic language; cryptic language is confusing and does not communicate a clear message. When I check my email, I skim through my messages so that I can answer messages by priority. I do not want you to suffer a delay in my response because your message was lost among other messages. However, I do not want you to mark a message high priority just to get my attention if it is not a high priority message. Below are some examples of the proper way to label a message:

To send an assignment: **Re: Week One Homework Assignment**

To ask for help: **HELP: re Research Practice Assignment**

To send a message (normal priority): **Re: Discussion Boards**

To send a high priority message: PLEASE READ: **Re: Upcoming Funeral**

3. Responses to questions in your assignments and discussion boards need to be elaborated fully. This means that I do not want a one word response, nor do I want 2-3 sentence answers. I also expect you write in paragraphs when you make your responses. This means that there should be a main point (topic sentence) and supporting information to develop your main point. Because you are expected to provide analysis in your responses, I expect that your answers will provide the obvious information of summary **and** will evaluate the specific information that goes beyond the obvious (analysis). **You are also expected use the text effectively to support your ideas. All responses should have quotes and/or paraphrases from the text WITH CITATIONS. Expect that your responses IN ALL CASES should be at least 6 sentences, unless I give you different criteria.**
4. When you use UCompass to submit timed assignments (i.e., in-class essay and final exam), you must avoid being “timed out”. In UCompass there is a security measure that will remove a user from the system if there is no activity for a certain amount of time. The allotted time for inactivity is 15 minutes, but there have been situations in which the system has timed out after 10 minutes of inactivity. Also, please be aware that the time limit you are given to submit your work is not a flexible number. If you do not submit your work by the time limit, the system will not allow you to submit your answers. I usually give you more than one opportunity enter an exam to submit your work; but, if you have typed your answer on UCompass and you have not submitted your work by the time limit, your work will be lost.

You should also be aware that you will need to disable the use of “pop-ups” on your computer before you take your exam. This will keep the system from believing that you are going outside the exam to access information.



The best way to submit your answers during timed assignments is to write them on MSWord. This will allow you to make changes without having to worry about a “glitch” in UCompass. It will also help you to avoid being “timed out” due to inactivity. Once you have written your assignment, open a new window separate from your Word document, login to UCompass, go to the necessary screen in UCompass and copy and paste your work. Then submit your work. Make sure that you keep track of time. UCompass not only has information regarding how much time you are given to do your work, but the actual time that your work should be submitted (i.e., by 12:40 PM).

5. To use the Discussion Board effectively, you must be willing to be an active participant in the discussion. **This means that you should post three times.** Use the following criteria for discussion boards:

- **Your first post should be in response to my question**, which you can do by clicking on the “reply” button after you read my question.
- **Your second post should be in response to one of your classmate’s questions.** To enter this type of post, you need to click on “reply” or the “subthread” button and enter your post. This will ensure that your response is posted directly under your classmate’s post. It will also ensure that conversations about a certain topic remain in the same area.
- **Last, your third post should be a question to the class.** Please make sure that this particular post is a separate post. To create a separate post for your question, click on “new message” and type your question in the text box. When you are finished writing your question, make sure to click the submit button. If you do not, your question will not be posted. This format will help your classmates easily find your question so that they can respond to you as well as read other responses from other peers.

Please make sure that your answers to questions are thoughtful and well developed. My expectations of your responses are the same as my expectations of the responses on written assignments: well-developed answers with details that adequately respond to the question. You should not write 2-3 sentences that are vague and that do not help to develop the overall conversation. You should be willing to elaborate so that we can all benefit from your ideas.

Make sure that you read ALL of the posts before you ask a question. If your question has already been asked, I will not consider your similar question to be a new question. This means that you will not get credit for one of your three posts if you ask a question that has already been asked by another student. **The Discussion Board is not a bulletin board; think of the Discussion Board as an online classroom discussion.** In order to ensure a discussion that is beneficial to everyone, we must use this luxury as a space in which we can exchange ideas, not just post them.

I will read all of the posts on the Discussion Board. Make sure that you follow the guidelines so that you can receive the maximum point allotment for Discussion Board assignments.

6. I will send grades for homework, summary and analysis assignments, bibliography and outline assignment, in-class essay and discussion boards a week after the due date.. These deadlines are for students who submit their work on time. If you submit your work late, there will be a delay.
7. Last, remember to save all of your work that you submit to me for the entire semester just in case the UCompass system fails (which rarely happens).

I hope that these hints are helpful to you. Please send me an email, with the proper labeling, if you have any questions. Please download these hints and refer to them as needed throughout this semester.

Prof. Steward