Throughout the Semester, you will be asked to complete written assignments. These assignments will vary in nature, and specific instructions will be provided at the time the assignment is made. There are; however, some ***general guidelines*** that you need to follow in order to maximize your return on investment.

1. **Length:** Your assignments are required to be a minimum of 2 pages in length with a 3-page maximum. Title pages, pages of references, citations or graphs DO NOT count towards the length of the paper. One page, double-spaced at a 12-point Times New Roman Font is approximately 250 – 300 words. This means that your assignments should be a minimum of 600 words, and a maximum of 900. When in doubt, use the “Word Count” tool in the “Review Tab” of MSWord!
2. **Format:** The assignment must be double-spaced, using no more than a 12-point font and standard margins of no greater than 1” on all sides. Please do not use colored fonts since most printers only have black ink.
3. **Content**: Often the assignment is presented as a list of questions to answer or discuss. Some questions will have more than one part so be certain to address all of the questions or areas outlined in the assignment. Generally, you can be confident that your instructor is not interested in your repeating what the “textbook” has to say. The purpose of these written assignments is for you to demonstrate what *you* think or conclude based on your reading and understanding of the course materials and/or research.
4. **Grammar and Mechanics**: As a college student you are expected to produce written work that attains college level style; which means that the tone is appropriate, rhetorical devices are used to enhance content and sentence variety is used effectively Your final submission should be is free of distracting spelling, punctuation, and grammatical errors; absent of fragments, comma splices, and run-ons. The best ideas and thoughts will be dismissed if they are hidden beneath poor grammar and misspellings. Spell Check on your computer is NOT a substitution for proof reading! Have a friend, co-worker, spouse or total stranger read your paper over before you submit it for grading. Since one of the grading criteria for all written assignments is “mechanics,” this means errors in grammar, punctuation, sentence structure, and verb usage will cost you points.
5. **Citations**: When citing a source that is not your original work, a citation must be provided. For all assignments, your citations must conform to APA Style, which is the standard citation style for the business disciplines. If you do not have experience working with APA citations, links to two reliable sources of assistance are provided below. There are also resources available on campus to assist you with your writing, so please check with your instructor regarding these services.
   * [Purdue Online Writing Lab (OWL)](https://owl.english.purdue.edu/owl/section/2/10/)
   * [American Psychological Association Website](http://www.apastyle.org/index.aspx)
6. **Plagiarism:** Plagiarism is defined as the act of either intentionally OR unintentionally submitting work that was written by someone else. If you turn in a paper written by someone else, or if you turn in a paper in which you have copied material from any source without citing that source, you are guilty of plagiarizing. Please refer to your Student Handbook for the college’s policy on plagiarism and academic integrity as well as the course syllabus for additional guidance. A safe way to approach this topic is “when in doubt – provide a citation.”

1. **Grading:** Your assignments are graded based on the Rubric associated with the assignment. If you have questions as to how your assignment will be evaluated, please contact your instructor as soon as possible.