

Students:

Welcome to Dr. Isiorho's online geology course! In addition to the "regular" course requirements of reading the text, viewing the lecture power points, and taking examinations; this course requires WRITTEN REPORTS and DISCUSSION BOARD POSTINGS. These two areas are 40% of the course. Students should plan ahead and make submissions early to avoid computer issues and eLearning malfunctions!

### WRITTEN REPORT INSTRUCTIONS

This letter will serve as a template for your written assignments. Study it carefully. As you can see, the writing standards of:

- One inch margins all around.
- Times New Roman 12 point font.
- Double spaced report (this letter is NOT double spaced).
- Introductory and concluding paragraphs.
- Proper usage of grammar, punctuation, spelling.
- One space after sentence ending punctuation.
- Formal writing style.
- Proofread work.

In addition, the following requirements must be adhered to:

- Report length of no more than one page.
- Critical information for each paper must be put into the header as demonstrated above
  - Example: GEOL G100-01I, Professor Isiorho, Summer I 2010, Volcano Report Sundquist 1
- The filename that is submitted will be in the following format: LastnameReportname.
  - Example: SundquistVolcano
- Each file is to be submitted ONLY under the correct assignment into the Assignment Dropbox located in this eLearning course.
- Each file is to be submitted ONLY in the "pdf" format.
- The first page is the report and should be labeled "Page 1." The second page is the APA formatted "References Cited" section and should be labeled "Page 2."
- Proper in-text citations of any reference sources are to be used.
- All facts should be double checked for accuracy.

A note about APA-formatted references:

- Follow the format *exactly*. If a single period is left out, the whole "References Cited" section is incorrect.
- Become familiar with APA requirements. A word of caution: different formats, e.g. books, articles, online sources, and et cetera, have different requirements.
- Students are required to use a minimum of three SUITABLE references when researching the information for each paper.

All requirements for written assignments can be found in the on-line course syllabus. Assignments are scored using Dr. Isiorho's rubrics. Students should double check their assignment to the assignment rubric AND email the pdf file to themselves before submitting it to the assignment to the drop box.

#### A note about PLAGIARISM:

- Every sentence must be written in your OWN words.
- The use of a string of five or more words that has been taken directly from another's work product is a plagiarism event.
- Every sentence that is not a product of your own *scientific* research, must have an appropriate in-text citation immediately following the text AND must be correctly formatted in the "References Cited" section. The in-text citation must occur even though the sentence in been written in your own words.
- Students who submit a paper containing plagiaristic sentences will earn you a ZERO for the report AND an introduction to the Dean of Students (Isiorho, 2005). The preceding parenthetical phrase is an example of correct in-text citing for one author.

#### SCORING

- All written assignments should reflect your best work product.
- Points are deducted from the maximum point value of the assignment, as stated in the rubric.
- Reports include STATEMENTS only. QUESTIONS will not be posed within a report. It is the student's mission to discuss the assigned topic through the information presented within the report.
- Use of direct QUOTES should be reserved for profound statements, therefore, the use of quotes is discouraged.
- Appropriate submissions are written with a formal writing style. Reports are to be NOT written in the first person.
  - EXCEPTION: The personal water experience report should be written in the first person style.

#### DISCUSSION BOARD POSTINGS

Required:

- An introduction AND a photograph.
- Over the time span stated in the syllabus, students are required to make two postings per week.
- Your post should be thoughtful AND on the correct topic thread.
- Avoid previously posted information.
- A week is Monday through Sunday.
- Students may post more than once a day, knowing that only one post will be graded for each date.
- Be considerate and polite.
- Comments on topics other than the topic thread or erroneous statements are not acceptable. Those postings will not be scored.

Frequently, Dr. Isiorho or myself will send a “Class Memo” through eLearning email. Students should check for memos daily. Please do not respond on a “Class Memo” email thread. Instead, create a new message.

Should students wish to contact either Dr. Isiorho or myself with any questions regarding the lecture material, we may be contacted through eLearning email ONLY. Both Dr. Isiorho and I encourage students to use the available tools, i.e. syllabus, textbook, and powerpoint lectures before contacting us with trivial questions. Again, I extend my welcome to you and look forward to nurturing your success!

Ms. Sundquist