

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!

Read the syllabus carefully, since it contains the policies under which this course is being taught. Dr. Isiorho is the course administrator and sets course policy. As the Teaching Assistant, I am unable to change course policy. If a student wishes to request a change in policy, such as the extension of a deadline, they MUST send that request directly to him.

A note about PLAGIARISM:

- Every sentence you write 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 non-scientific papers, 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.
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WRITTEN REPORT INSTRUCTIONS

This letter serves as additional instructions for your written assignments. Instructions for these assignments are found under the Assignment Tab in eLearning and Dr. Isiorho's syllabus.

Writing standards of shall be followed:

- 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.

As a reminder, the following are some of the requirements for written reports. This information can be found in the syllabus, and 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
- 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.
 - NON-SUITABLE references include Wikipedia and About.com.
 - SUITABLE references are those that have an author that can be cited

Again, all requirements for written assignments can be found in the on-line course syllabus. Assignments are scored using Dr. Isiorho's rubrics. Students should email the pdf file submission to themselves before submitting it to the assignment to the drop box. Any formatting errors should be exposed, if one follows this advice.

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.

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W - 6:00 P.M.

F - 3:00 P.M.

Or by appointment

Please contact either Dr. Isiorho or myself with any questions regarding the lecture material. 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