English 3105 and 3107: Technical Writing

**Work**

General Guidelines for Assigned Work

1. Due Dates
	* All work is due on the day assigned, except with an extension or an emergency extension.
	* Each student is allowed **one** emergency extension of **exactly** twenty-four hours.
	* All other extensions must be requested at least one class period in advance.
	* No extensions will be granted for the presentations.
	* Late work will receive a **zero** grade.
2. Drafts
	* **Bring drafts to class when requested to do so.** They will be counted either towards your in-class writing grade or your class participation grade.
	* I expect you to do several drafts of your work before handing in a final version and grade you accordingly**.**
	* Comment thoughtfully on each other's drafts.
	* If you would like me to look over your draft and offer comments, contact me, and we will arrange a meeting.
3. Paper Format and Other Minutiae
	* All work must be grammatically and syntactically correct, and spelled correctly.
	* Cite **all** outside information, ideas, facts, quotations, statistics, etc.
	* Type or print (on a printer) all papers.
	* Include the page number and your name in the top right corner of all pages.
	* You may single or double-space papers.
	* Use .doc, .docx, or .rtf formats.
4. Handing in your Work
	* I can no longer accept submissions via e-mail.
	* For electronic submissions, bring me a digital copy that I can download.
	* Work received with viruses or in an unreadable format will receive a **zero.**
5. **Keep back-up copies of everything in case of crashes, hard drive corruption, hungry pets, power surges, power outages, fires, floods, blizzards, civil unrest, the Blue Screen of Death, ink shortages, and other miscellaneous disasters.**