BASIC WORKBOOK

Guidelines for Creating a Basic Workbook

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1. AIMS OF A BASIC WORKBOOK

A Basic Workbook is an independent digital form of work which is deemed to be an exam performance after successful completion and documentation of all set tasks. By working on the individual tasks, you will be introduced step by step to the process of independently writing academic papers and thus prepare yourself in an optimum and sustainable way for your further studies. You will frequently write academic papers up to the bachelor's thesis within the framework of your exams.

2. EXECUTION

2.1 Preparation

BEFORE you start working on the Basic Workbook, we recommend that you:

1) Read the **script**.
2) Familiarise yourself with the **Library and Information Services (LIS)** online library.
3) Sign up for a Course Feed® in this course. There you can exchange information with fellow students about the Basic Workbook and ask questions that have not yet been answered in the many resources available on myCampus. The Course Feed® is supported by a tutor and is the only means of contact with the tutors on this course.

2.2 Creating a Basic Workbook

Please follow the steps below in full:

1. Click on the link of the workbook tasks on the myCampus course page to download the Word document to your laptop, PC, etc. Answer the workbook tasks directly in the task file. Make sure that the formalities are observed (see point 4). You can return to a task at any time during the course to improve it or carry out further modifications if you wish.

2. When you have completed all the tasks, please create **1 PDF document containing all the tasks**. To do this, go to "Save as" in Word and save the file in PDF format (please do not save as an image PDF, a printer PDF, or a scanned file).

3. Please title the complete file as follows: YYYYMMDD_Last name_First name_Matriculation number_Course code (e.g.: 20220116_Doe_John_12345678_SampleCourse01).

4. Now upload the PDF document to Turnitin. You can find the instructions for this in myCampus in your course under "Basic Workbook". There you will also find out when you can expect the result of your exam.

5. After uploading the whole file successfully, you have finished it!

6. After the correction period, you will be informed whether you have passed or failed the course.

3. FORMALITIES

Please note: The Word document with the workbook tasks is already pre-formatted according to the specifications, i.e. **no adjustments are generally necessary.**

Formalities	Explanation
Length	See tasks
Paper Format	DIN A4
Margins	Top and bottom 2cm; left 2cm; right 2cm
Font	Text – Arial 11pt.; headings – 12pt.; justified
Line Spacing	1.5
Sentences	Justified and hyphenation
Footnotes	Arial 10pt., justified
Paragraphs	According to conceptual structure – 6pt. spacing after line breaks
Title page	The Basic Workbook has no title page.
Citation standard	Please refer to the citation guide on myCampus and the instructions in the script for the course.
Anti-Plagiarism Pledge	The submission of the Anti-Plagiarism Pledge is done in electronic form via myCampus. Prior to this, the submission of any written assignment is not possible.
Submission	Please refer to the "Instructions for Submitting Work to myCampus - Turnitin".

4. EVALUATION

A Basic Workbook consists of six individual tasks and is assessed using IU International University of Applied Sciences grading scheme and general grading scale. The evaluation consists of the respective workbook tasks and the format as well as the written work.

Evaluation criterion	Weighting
Workbook Task 1	15%
Workbook Task 2	12%
Workbook Task 3	13%
Workbook Task 4	20%
Workbook Task 5	20%
Workbook Task 6	10%
Format and written work	10%