**Project 1: Course Policies Questions (12 points)**

READING

* Course Policy/Syllabus
* Blackboard Homepage (including the current announcements)

***INSTRUCTIONS****: For this assignment, read all of the materials on the* ***course homepage****, and download and read the* ***Course Policy/Syllabus*** *file under “Current Links and Assignments” on the homepage. When you have finished, type answers under the questions below, and then submit the assignment.*

Do not simply cut and paste from the syllabus. Please paraphrase and write the answers in your own words.

**PLEASE FILL IN THE FOLLOWING INFORMATION:**

**Name: Huynh (Dan) Doan**

**Student ID #: 1986920**

**Active Email Address:** [**daannn445@gmail.com**](mailto:daannn445@gmail.com) **or hndoan2@cougarnet.uh.edu**

**Current Phone Number: 832-566-3079 (prefer text)**

1. What is the course instructor’s name and email address? What is the required text for this course?

The instructor name is Mr. Colin Tangeman and his email address is [actangem@central.uh.edu](mailto:actangem@central.uh.edu). The required text for the course is either Technical Communication (15th ed. If digital) and Technical Communication (14th ed. If physical book).

2. How many points is Project #2 (Introductory Letter) worth? How many total points is the course worth?

The Introductory Letter is worth 25 points total and the whole course is worth a total of 500 points.

3. What is the title of *one* of the handouts posted under the “Worksheets” tab on Blackboard?

One folder inside the “Worthsheets” tab is called Sentence Basics and Types and one handout inside of it is called Writing Effective Sentences.

4. Briefly describe one anti-plagiarism measure that your instructor will be using this semester?

The professor will submit most if not all of assignment into TurnitIn, a program that detects if a student is copying from any online sources without giving the sources its credit.

5. Describe the steps necessary for labeling and submitting your projects? [short answer]

The professor want the students to name the assignment with their last name follow by an underscore then the assignment number/name.

6. What are the penalties for turning in a Project Assignment late? Which type(s) of assignments cannot be submitted late?

Projects will be deducted points per day of being late. Usually around 2 pts per day. Even if late, the professor still wants the student to submit project and will give them up to half credit (50%) of the total points up until the last day of class. But no late quizzes will be accepted.

7. How many projects will you have the option to revise at the end of the semester? Which assignments CANNOT be revised for a higher grade?

The professor allow up to 2 projects to be revised and edited for a better grade. The professor only allows this for project 4-9, any other projects aka 1 2 3 and 4 will not be able to be revised.

8. True/False: Does the professionalism/participation include attendance and group work completed in Teams?

True, professionalism/participation will still be mandatory even if the class is online.

9. What is the location and phone number of the UH Writing Center (see link on homepage).

The location is located in the Business Building, room 234, and the phone number is 713-743-3016.

10. In the section for **Dealing with Covid 19 Challenges** section, what action do I recommend if a student is faced with one of the many issues that may occur this semester?

If the student faces any problem regarding covid or just any issues in general, they are to contact the professor to ask for assistance.

11. Go the **Punctuation and Grammar Links** on Blackboard and name the title of two of the links or handouts you find there.

One of the links is named “Chomp Chomp: Great Grammar Website!” and another one is named “Commas”.

12. What steps should you follow if you have trouble submitting an assignment because of technical difficulties? (Paraphrase what to do—use your own words). What should you do if you have to submit an assignment only a few minutes late?

First step to submitting an assignment because of technical difficulties is to email the professor the assignment first with a note saying why you are emailing the assignment instead of submitting it in blackboard. Then after the technical difficulty have been resolved you can submit the assignment like normal but leave a little note saying why it was late and the professor will look into it.