**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:**

**Student ID #:**

**Active Email Address:**

**Current Phone Number:**

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

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

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

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

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

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

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?

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

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

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?

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

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?