<u>GENERAL ASSIGNMENT DIRECTIONS</u>

Please read these General Assignment Directions carefully and contact the teacher if you have questions.

These General Assignment Directions are applicable to ALL projects for this course. Each project will have its own set of Project Instructions, specific to that assignment.

<u>Failure to follow these General Assignment Directions exactly as written will result in a reduced grade</u>.

The Dos and Don'ts...

- You are accountable for everything that is written within these General Assignment Directions, as well as the Project Instructions, which are specific to each assignment.
- Review the instructions for every project BEFORE you start your project. This will help to clarify what is expected of you. As some projects have more than one option, it is in your best interest to review all options and all requirements before beginning. You are responsible for the option you select.
- If your question(s) can be answered by your reviewing any set of instructions, you will be directed back to those instructions.
- Do not write out your submission in the Student Feedback Section. Your submission will be returned to you, and this will count as your one and only courtesy rejection.
- Be sure to include your name, instructor name, date, course, and lesson number at the top of your submission. <----This is your heading information and will be required for every submission this course. All components of a heading must be included at the top or beginning of every project for this course.
- Only submit ONE document or ONE link for any project. The project instructions will specify this. Once a link or attachment is accessed by the instructor, ALL components of that project should be readily visible.
- Please submit any assignment as an editable document (not a picture, jpeg, etc.). You may attach your submission or provide a link to your document. Failure to do this will result in your one and only courtesy rejection.
- Plagiarism will not be tolerated. Use of AI will not be tolerated. You should anticipate that your work will be screened. An overabundance of misspellings will not pass copied or AI-generated work through the AI detectors.
- You must use at least two credible sources for every project, other than your textbook or any links provided within the instructions; and, be sure to cite your sources. Any links you provide as sources must take the reader directly to the page where you gathered your information and <u>not</u> a homepage where the instructor has to search for your information. Failure to include citations will reduce your grade.
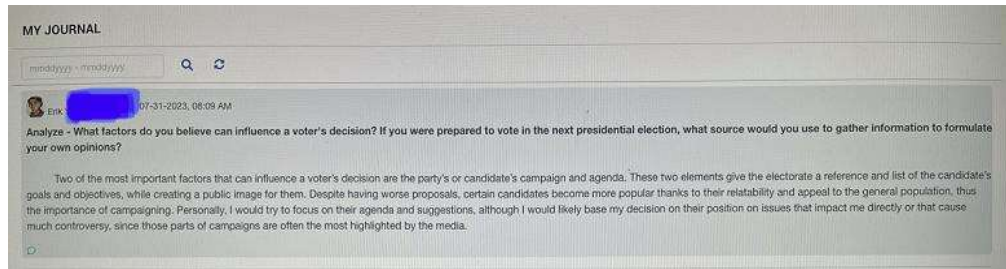
MLA style is not required; however, the instructor must be able to identify exactly where you got your information. All sources must be in English, as the instructor is not required to translate your work; therefore, translate the page before you copy the link and ensure that your source is viewable in English.

- Do not present any audio or video links as icons. You must submit audio or video links as hyperlinks only. A failure to do so will result in your one and only courtesy rejection. Test your hyperlink before submitting it. Do not shorten your hyperlink by using a different name. Use the original, native link (for example 'americanhighschool-my.sharepoint.com/...., or 'www.youtube.com/myvideo...').
- Please make sure that any link you submit provides permissions for others to view. Check the settings BEFORE you submit. If your submission is rejected for inaccessibility, this will count as your only courtesy rejection and you will be deducted five points, automatically—so, please ensure that your document is accessible to others (but, most certainly, the instructor).
- Spelling, grammar, and punctuation are worth 10% of your grade. Be sure to proofread your work!
- If project instructions do not specifically require your assignment to be in presentation format, do NOT submit in presentation format. If you see the word 'slide,' this is an indicator that your assignment should be submitted in presentation format.
- For faster responses to your inquiries, write to your instructor via Teams. Messages written in the Student Feedback Section may not be seen for up to five days or more, as teachers have up to 72 business hours (exclusive of weekends and/or holidays) to grade assignments. If I message you via Teams, I expect your response to be via Teams. If you respond via Outlook, it is most certain that you will not receive the promptness you'd receive via Teams.
- When communicating via Teams, please include your inquiry in one message (or only a few). Please do not include several texts back-to-back regarding the same issue.
- When messaging me via Teams, ALWAYS include the course name/number, the unit you are discussing, the lesson (if applicable), and be very specific with your question. If your question pertains to my feedback, submit a screenshot of that feedback, along with your inquiry. Make sure you are clear with what you are asking, so that I may resolve your issue most efficiently.
- All grades are final, once issued. The instructions state this, as well. No revisions are allowed, unless specified by the teacher within the feedback.
- You may not skip projects. This will result in a five-point reduction of your project grade.
- You are responsible for what is written in the instructor's feedback. Please ensure that you read all comments from your teacher BEFORE inquiring about your grade on any project. If your questions can be answered by reading the instructor's feedback, you will be referred back to the feedback.

- Courtesy rejections are not guaranteed. When you do receive a courtesy rejection, only one rejection will be permitted—no further revisions will be allowed (unless specified within the feedback), and your grade will be final.
- Any deviation you wish to make regarding these Directions or the instructions, themselves, you must ask about prior to submitting your work. Do not invent your own instructions or leave anything out, unless it has been cleared by me first. You will be marked down for anything that is left out of the instructions, or for any deviation to the instructions, so please be proactive and contact me first.

JOURNAL GUIDELINES AND REQUIREMENTS

- Screenshots of two journal entries are required for every project. Please follow this Guideline to ensure that you get full credit for your journal entries.
- Journals are worth ten points of your project grade.
- Your journal screenshots should be included within your essay document or presentation, and the instructions will clarify this.
- Journal entries must include the prompt (a question or statement that solicits a response), as well as your response, and must be at least 50 words in length.
- Grammar within your journal entries will be checked.
- You will create journals within the Learning Management System, then take screenshots from there.
- The Orientation Course you took when you started with our school showed you where and how to do this. Please go to the section called 'Courses' and 'Course Overview,' for a review of this.
- Type your journal prompt AND response directly in the box, where indicated. Do NOT attach as a separate document or link.
- A screenshot of your journal showing an attachment will not suffice, and you will not receive credit for this.
- Type the prompt and your response into the box. Your screenshot should be set up exactly like Erik's, below. (Do not copy Erik's work.)
- Submit ONE screenshot per journal entry. If you submit more than one screenshot per journal entry, you will be marked down. This means that if you submit more than two journal screenshots in total, you will be marked down.
- I only need to see 50 words (minimum). The prompt is not included in this total.
- Personal devices can have many different settings. If you are unable to achieve this screenshot, you must check the settings of your device, or use another device. You should also refer to the internet for assistance. This is a technical issue that you must resolve on your end. Note: Most cellphones will not allow you to include what is necessary to achieve full credit for journal screenshots.
- Your screenshot should show at least 50 words and should look exactly like this (note that Erik's name, as well as the date and time, are showing):

MY JOURNAL

Erik [redacted] 07-31-2023, 08:09 AM

Analyze - What factors do you believe can influence a voter's decision? If you were prepared to vote in the next presidential election, what source would you use to gather information to formulate your own opinions?

Two of the most important factors that can influence a voter's decision are the party's or candidate's campaign and agenda. These two elements give the electorate a reference and list of the candidate's goals and objectives, while creating a public image for them. Despite having worse proposals, certain candidates become more popular thanks to their relatability and appeal to the general population, thus the importance of campaigning. Personally, I would try to focus on their agenda and suggestions, although I would likely base my decision on their position on issues that impact me directly or that cause much controversy, since those parts of campaigns are often the most highlighted by the media.

- **NOTE:** If you do not produce any journal screenshots for the entirety of this course, you will receive a 30-point deduction on your final project, with the opportunity to gain fifteen points back, by submitting two proper journal screenshots to the instructor, via Teams. Therefore, it is in your best interest to start creating and inserting journal screenshots for each project to avoid serious markdowns and a delay receiving your final grade.