

Guidelines for Written Assignments: BUS280

Throughout the Semester, you will be asked to complete written “Assignments.” These assignments will vary in nature, and specific instructions will be provided at the time the assignment is made.

1. **Length:** Your assignments are required to be a minimum of 2 pages in length with a 3-page maximum. Title pages, pages of references, citations or graphs DO NOT count towards the length of the paper. One page, double-spaced at a 12-point Times New Roman Font is approximately 250 – 300 words. This means that your assignments should be a minimum of 600 words, and a maximum of 900. When in doubt, use the “Word Count” tool in the Review Tab of MSWord!
2. **Format:** The assignment must be double-spaced, using no more than a 12-point font and standard margins of no greater than 1” on all sides. Please do not use colored fonts since my printer only has black ink!
3. **File Formats:** If you elect to submit your assignment through Blackboard or electronically, your Assignment must be submitted in one of the following file formats. I cannot access other types of documents, which means that I cannot read your paper to grade it. If you need assistance accessing the necessary word processing or document preparation programs, please contact me prior to the due date.
 - MSWord (.doc or .docx)
 - Adobe Acrobat (.pdf)
 - Plain Text (.txt)
 - Rich Text (.rtf)
4. **Content:** Often the assignment is presented as a list of questions to answer or discuss. This does not mean that your paper should be prepared as numbered short answers. You are to convert the questions into a series of paragraphs that blend into a cohesive, logical series of thoughts and ideas. Some questions will have more than one part so be certain to address all of the questions or areas outlined in the assignment. I am not interested in your repeating what the “textbook” has to say. I want to know what you think or conclude based on your reading, research and understanding of the course materials or research.
5. **Grammar and Mechanics.** I expect your paper to be free of glaring grammar and spelling errors. The best ideas and thoughts will be dismissed if they are hidden beneath poor grammar and misspellings. Spell Check on your computer is NOT a substitution for proof reading! Have a friend, co-worker, spouse or total stranger read your paper over before you submit it for grading. I will deduct for “mechanics,” which means errors in grammar, punctuation, sentence structure, and verb usage will cost you points.
6. **Citations.** You must provide a list of the sources you used in preparing your assignment. You do NOT need to provide internal citations, since I expect you to synthesize your research and then present your thoughts, conclusions and ideas. If you use online resources, please provide the URL for the source. Below is an example of an acceptable citation:

<http://www.sayeconomy.com/competitive-advantage-michael-porter/>

<https://www.cia.gov/library/publications/the-world-factbook/geos/aa.html>

7. **Grading:** Your assignments will be graded based on the Rubric I have provided.

If you have questions as to how your assignment will be evaluated, please contact me as soon as possible.