

ASSIGNMENT PREP/SUB REQUIREMENTS
ACC 351: Accounting Information Systems
Instructor: Dr. M. Walters

This document provides instructions/requirements for preparing/submitting course assignments. Review this document carefully before attempting course assignments. *Failure to prepare assignments in accordance with stipulated requirements will result in point penalties.*

ACCESSING COURSE ASSIGNMENTS

All required assignments will be posted to Blackboard under the “Assignments” button. To access a particular assignment,

1. **Access.** Access Blackboard (<http://ut.blackboard.com>) and log in (using your user ID and password), click on the course link, then click the “Assignments” button.
2. **Open.** Click the link for the appropriate assignment folder (if necessary), then click the file link for the assignment you wish to view. The file link will allow you to open/download the assignment file. *Note: PDF files will open automatically. MS Word files will download then ask you if you would like to “open” the file. I recommend you open then save the assignment file to your computer so that you may refer to it while working on the assignment.*

PREPARING COURSE ASSIGNMENTS

All required assignments must be prepared according to the following requirements.

1. **Assignment Responses.** Read assignment requirements carefully to ensure responses are complete, relevant, and demonstrate logical application of course concepts. Assignment submissions must include **ONLY** appropriately labeled responses to stated requirements. *Do NOT submit the original assignment instructions/requirements with your responses.*
2. **Assignment Formatting.** Assignment submissions must follow stipulated formatting, writing, and referencing requirements.
 - a. **File Format.** Assignment files must be prepared as a single MS Word file (unless otherwise instructed). *Alternative document formats and/or multiple file submissions will NOT be accepted (unless otherwise instructed).*
 - b. **File Name.** Assignment files must possess an abbreviated file name that includes both an abbreviated assignment designation and your/your team leader’s last name (e.g., “PA 1-Walters”).
 - c. **Cover Page.** All assignment submissions must include a cover page that includes the course designation (i.e., “ACC 351: Accounting Information Systems”), the assignment designation (e.g., “PA 1”), your/each team member’s name (team leader’s name listed first on team assignments), the current term (fall/spring year), and the times/days the class section meets.
 - d. **Formatting.** Assignment submissions must be properly formatted with one-inch margins,¹ left justification,² Times New Roman 12-point font,³ single-spacing,⁴ section headings (as appropriate), and proper pagination (with page numbers placed in the lower right-hand corner of each page).⁵ *MS Word formatting defaults are NOT necessarily consistent with these requirements; you will need to change default formatting (see footnotes).*

¹ The MS Word default margins may be changed via the “Layout” tab under “Margins”.

² Left justification is the MS Word default; justification may be changed via the “Home” tab under “Paragraph”.

³ The MS Word default font may be changed via the “Home” tab under “Font”.

⁴ The MS Word default line spacing may be changed via the “Home” tab under “Paragraph”; be sure to select 0 pt before/after (not Auto or 6, 8, or 10 pt before/after) and “single spacing” (not 1.5, double or multiple spacing)

⁵ Page numbers may be added and placed via the “Insert” tab under “Header & Footer”.

- e. **Organization.** Assignment responses must be organized, numbered, and labeled consistent with assignment requirements. If table templates are provided, table templates must be used to organize responses to requirements.
 - f. **Length.** Assignment submissions must not exceed stipulated page lengths (including written responses, supporting content, and references but excluding the cover page).
 - g. **Writing Mechanics.** Assignment responses requiring a text response (as opposed to a diagram, spreadsheet, or table response) must be well written in prose form,⁶ communicate points clearly, flow logically, use appropriate language/word choice, and follow proper English spelling, grammar, and punctuation. *Proofread and revise all work carefully before submitting.*
 - h. **Supporting Content.** Assignment submissions may contain supporting diagrams, tables, or other illustrations. Supporting content must be clear, relevant, professional, and visually appealing. All supporting content must be integrated into MS Word to allow assignment submission as a single MS Word file (unless otherwise instructed). *Diagrams must be constructed using MS Visio and copied into a MS Word file.*
 - i. **Citation/Referencing.** Assignment submissions must include proper in-text citations and end-of-text references. You must cite/reference **ALL** print and non-print sources that you rely on in constructing responses to assignment requirements; this includes (but is not necessarily limited to) class materials (e.g., lectures, notes, texts) and outside sources (e.g., online resources) used to complete course assignments. *Failure to provide proper citation/reference information constitutes plagiarism even if you paraphrase. See the "Citation/Referencing Requirements" document (posted on Blackboard) for guidance.*
3. **Assignment Questions.** If you have questions on an assignment, you may email me or see me during scheduled office hours. Please be prepared to ask specific questions. *Note that, if the assignment on which you seek help is a graded assignment (as opposed to a participation or practice exercise), I will respond to specific concept or requirement clarification queries only. I will NOT help you complete the assignment requirements nor will I "pre-grade" the assignment prior to formal submission for credit. Please do NOT forward assignments to me and request comments/corrections prior to the submission deadline.*

SUBMITTING COURSE ASSIGNMENTS

Assignment files must be submitted according to the following requirements.

- 1. **Submission Deadlines.** Assignment files must be submitted to Blackboard **BEFORE 10:00 AM** on the assignment due date indicated on the syllabus assignment schedule (or otherwise announced in class). *Late assignments will NOT be accepted resulting in zero credit.*
- 2. **Submission File Format.** Assignment files must be submitted as a single MS Word file (unless otherwise instructed). *Alternative document formats and/or multiple file submissions will NOT be accepted (unless otherwise instructed).*
- 3. **Team Submissions.** Teams must submit a single assignment file for team-based assignments. The team leader (or duly designated member of the team) must submit team-based assignment files. *Assignments submitted as multiple files by different team members will NOT be accepted.*

⁶ Prose form refers to ordinary written language consisting of complete sentences, proper grammar, paragraph structure, appropriate punctuation, and logical flow of ideas as commonly used in essays, letters, memos, stories, and novels. Prose is distinguished from poetry or verse (which is characterized by rhyme, meter, and verse structure) and bulleted/numbered/outlined lists (which are characterized by a series of disconnected ideas often presented as sparsely worded descriptions or incomplete sentences). **Note Re Bullet Points:** *Bulleted/numbered points may be used to emphasize key details/points, but should not be used excessively.*

4. **Submit.** Assignment files must be submitted to Blackboard via the correct assignment link. *Emailed or hardcopy assignments will NOT be accepted.* To submit an assignment to Blackboard:
- a. **Access.** Access Blackboard (<http://ut.blackboard.com>) and log in (using your user ID and password), click on the course link, then click the “Assignments” button.
 - b. **Open.** Click the link for the appropriate assignment folder (if necessary), then click the assignment link (**NOT** the file link) for the assignment you wish to submit.
 - c. **Attach.** Scroll down to the area labeled “Attach Files” and click “Browse My Computer”. This will bring up the file manager showing the list of files on your computer. Find the finalized assignment document, select, and then click “open” (or “choose”). **IF** you have been instructed to submit more than one file, you must attach additional file(s) **BEFORE** you click “submit” (as Blackboard will not allow you to submit additional files once you have clicked “submit”).
 - d. **Verify.** Carefully verify that you are submitting the correct version of the assignment **BEFORE** you attempt to submit.⁷ Check to ensure the correct file name(s) appear in the “Attached Files” box.
 - e. **Submit.** Once you have verified attached file(s), click “Submit”. *You must click “Submit” NOT “Save Draft” to submit your assignment.*
 - f. **Confirm.** If the assignment was successfully submitted, you will receive a confirmation message. Assignments will show up as “!” in the Blackboard grade book until a score has been posted.

⁷**Important Note:** *I will grade only what you submit to Blackboard via the appropriate assignment link. I will NOT search for assignments on the team file exchange. I will NOT “clear” assignments so you can resubmit even if you inadvertently submit the wrong file or neglect to attach the file. I will NOT accept resubmissions of assignments (or parts of assignments) if you inadvertently submit incorrect, incomplete, or incompatible files. As such, it is very important that you carefully verify assignment submissions **BEFORE** you click “submit”.*