

RULES FOR EMAIL ASSIGNMENTS

1. Each assignment will have a specific due date and time, indicated when the assignment is made. Assignments sent in after the due date/time will be considered late. Penalties may be assessed for late assignments. There may also be a date beyond which the assignment will not be accepted--these dates and times will be clearly indicated on each assignment. Please note that email is date- and time-stamped when you send it, so I will know whether it is on time or not.
2. Some assignments may be sent to you through email--be sure I have a valid email address for you and be sure to check your email on a regular basis--at least every couple of days, if not daily. Also be sure that you do not exceed your allotted "storage space" for your email account; doing so will cause email to not be delivered. I will NOT resend email that is refused because of a full "inbox." NOT GETTING YOUR EMAIL IS NOT AN ACCEPTABLE REASON FOR TURNING IN AN ASSIGNMENT LATE OR NOT AT ALL. There are computers all over campus that you can use to read and send email, so there is no excuse for not getting or sending an assignment *via* email. Every student automatically has an email account on campus, so (again) there is no excuse for not receiving or sending email assignments on time. If you need to know your email address and initial password, go to the front desk at the Academic Advising Center in Harrin Hall (Mon - Fri 8:00 am - 4:30 pm); you will need a picture ID to get the information. You can now access this account using WebMail (go to the UCA Computing Services web page: <http://it.uca.edu> and follow the Students WebMail link, or go directly to <http://bearmail.uca.edu>). You can also access your email through URSA (log in at <http://ursa.uca.edu> or go to the UCA home page, <http://www.uca.edu> and click on the URSA link at the top of the page).
3. Email assignments will ONLY be accepted via email. NO "hard copy" papers will be accepted, unless otherwise specified.
4. You are expected to do your own work. Evidence of plagiarism or copying will be dealt with severely (check the *UCA Student Handbook* for definitions of plagiarism and academic dishonesty). While it is to your advantage to form "study groups," and work cooperatively with others to study and learn, you must make sure that everything you turn in is in fact YOUR work.
5. **Your name must be included** in the *message* part of the email you send (not just the subject line). Don't assume that I will recognize your email address. If I can't tell who sent the email, I won't grade it.
6. Please do NOT include the original email message with your reply. Your email reader should allow you to make this choice. If it doesn't (or if you forget), you can simply highlight or select the text, and delete it.