WRITING ASSIGNMENTS – GENERAL INSTRUCTIONS

There are two (2) writing assignments in this course; the due date of each is set forth on your Course Schedule and Assignments.

The importance of good business writing cannot be overemphasized. Many outstanding ideas fail to get approved in the business world because they are poorly presented; concepts that are best presented are more likely to get through the approval process while good ideas that are poorly presented may not be put into effect. Good writing is absolutely critical to making the best presentations.

You don’t have to be a literary genius or strict grammarian to be successful in expressing your ideas, but you do need to give your writings some more thought than a cram creation the night before the due date. Treat this assignment as an important business presentation; assume your job depends on doing it right. Write full sentences and read your finished product from the viewpoint of the reader. Are your findings clear and do your conclusions make sense? Is your typed paper neat and presentable? Did you run it through spell check and grammar check tools? (Papers must be typed; no handwritten papers will be accepted; papers with three or more typos or major grammatical errors will be rejected and a zero entered as a grade.) Just a bit of thought beyond getting it done can transform a good paper into really great paper.

Your final paper should be submitted in both paper copy and a Microsoft Word document. The Word document should be sent to horowitk@mccc.edu.

Consequences for Violations of Academic Integrity:

Before you begin your paper, be sure to consult the College’s policies on Academic Integrity. Strict adherence to rules with respect to plagiarism, including prohibitions on Internet “cut and paste” jobs are of utmost importance. If you are unsure as to how to properly cite sources, visit the College Library or other knowledgeable source for guidance. This is a topic of zero tolerance, so be sure to give proper attribution to material that you use.

For any single violation of any of the College’s policies on Academic Integrity in this course, the student will receive a zero for the assignment AND the final course grade will be lowered by one full letter grade (for example, a B- would become a C-). For a second violation, the student will fail the course. In all cases, the Chair of the Academic Integrity Committee will be notified of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed in this course. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.

For papers that are accepted (i.e., typed and error free), grades will begin with 70 for any "reasonable" effort. Exemplary papers will get 100; those in between these parameters will be marked accordingly. Papers received up to one (1) day late for any reason will receive 20 points less than otherwise earned by content. Any papers that do not evidence at least a "reasonable" effort, or are more than one (1) day late, regardless of reason, will receive a zero grade.