**Syllabus Quiz**

**Type your answers in a Word file and submit the quiz in the Unit One folder under Course Material.**

1. What’s the quickest way to reach me?
2. If you can’t buy our textbook, where can you access it on campus?
3. What do you need to do with your email address on Blackboard so that you can receive my emails in this course?
4. How often should you check your school email and/or Blackboard?
5. If you send me an email and I don’t respond within 24 hours, what should you do? What information do you need to include in your email?
6. Each rough draft and peer critique are worth a total of points.
7. What’s the phone number to call for Blackboard Help?
8. What are the two file formats you can use to submit assignments in this class?
9. If you are having trouble submitting an assignment, who do you contact/call?
10. Can you email your assignments to me? If so, under what circumstances? Do you always need to submit your assignments via Blackboard?
11. What do you do if you realize you submitted the wrong file to Blackboard?
12. Check out the minimum technical requirements and skills required to succeed in this course (starting at the bottom of p. 3). Do you meet these requirements and do you have all these skills?
13. Once again! What’s the phone number for Blackboard help?
14. The Assignment Three Formal Report is worth % of your total grade.
15. Tell me one thing you learned from reading the “netiquette” guidelines (follow the link in the syllabus)/
16. What are the penalties for late work?
17. Can you submit an assignment 3 days’ late?
18. Can you get an extension on an assignment if you contact me AFTER the due date?
19. What is plagiarism?
20. If you are caught plagiarizing, do you receive any points for the assignment? Can you make up those points?
21. Fill in the blanks: **For any idea that is not your own, you must . So, even if you are paraphrasing or summarizing information from another source, you must .**
22. If you don’t completely understand plagiarism, what are you supposed to do?
23. Can you get tutoring assistance with your writing if you can’t go to campus? How?