Guidelines for Submitting Papers and Projects

1. All assignments for this class are to be submitted through Canvas. In order to do so, click on the "Assignments" tab on the left sidebar under the course page. Click on the assignment that you wish to submit. Upload the assignment as a **.doc** or **.docx**. (N.B. Assignments submitted under any other format will **NOT** be accepted. Any assignment submitted incorrectly will be subject to a **5 point deduction**.)
2. All students will be invited to utilize the **three-tiered mastery approach** to learning for all projects in this course. In order to take full advantage of this approach, students should produce a complete first draft by the project's first due date. The first draft will be peer reviewed. Based on peer feedback, students will be able to write a second draft that will be reviewed and graded by the professor. Addressing all feedback provided, students may submit a third and final draft on the **final draft due date**.
    - ❖ The three-tiered mastery approach is an invitation and **NOT** a requirement; however, the final draft of any project is due on the **final draft due date** and no revisions will be allowed thereafter.
    - ❖ All the assignments have either a checklist or guidelines - all major criteria for the assignment must be addressed for maximum points.
3. **If you decide to utilize the three-tiered mastery approach and re-submit your work through Canvas, you must italicize, highlight, bold, or use a different font/font color to show that you have addressed all feedback (i.e. comments/critiques/suggestions for improvement) provided.**
4. I expect you to do your own work for this course, and give credit for all materials used in your research. As an MSU student and a future teacher you are responsible for knowing the university policies on academic honesty and citing all source materials. All students who engage in dishonest acts such as cheating and/or plagiarism will be subject to disciplinary action, which includes failure of the course and possible expulsion from the university.
    - ❖ http://www.montclair.edu/dean-of-students/student-conduct/academic-integrity/
    - ❖ All assignments submitted via Canvas will be subjected to a Similarity Index rating on TurnItIn. All submissions are expected to be "BLUE" or "GREEN." Any submissions that flag a rating of "YELLOW" or above must be explained.
5. All written work should adhere to University standards for writing (see specifics at http://www.montclair.edu/dean-of-students/handbook/writing-standards/). Students whose writing does not meet university standards should seek assistance at the Center for Writing Excellence
    - ❖ (http://www.montclair.edu/center-for-writing-excellence/)
6. All assignments must be word-processed and follow APA guidelines.
    - ❖ http://www.montclair.edu/media/montclairedu/library/APAStyle-2010.pdf
    - ❖ Use a proper heading that is aligned in the top left corner of your paper: Your Name, Professor's Name, Title of Course, Due Date of Assignment. No cover page is required.
    - ❖ Use 1" margins, double-space your paragraphs, include a centered title (e.g. Community Report). Use "Times New Roman," 12-pt. font.