

Work Standards: As a college level course there are certain expectations that you must meet in your work product. This is so that you can make yourself clearly understood, allow me to grade everyone on an even basis and so that you can develop professional standards that you will use for a lifetime. You can't be expected to do something that you are unaware of, so here is a starting point that is common to all of your assignments.

All work turned in must meet the following standards to be graded:

- 1. Cover sheets:** All papers turned in must include a coversheet that is clearly labeled as follows:
Upper Left corner
 - Name - First name then last or family name (i.e. Marie Curie, A. Einstein)
 - Course and Section (ASTR 100 A?)*Center of page*
 - Title of work (for example, 'Field Observing #2: Chabot Space and Science Center').
- 2. Staples:** Use staples to hold together multiple page assignments. Loose sheets get separated and lost, paperclips snag on other papers in the stack, and report covers make stacks unmanageable.
- 3. Paper:** Use standard 8.5 x 11 sheets. Be sure that your edges are clean (i.e. No frayed and tattered spiral binding remnants).
- 4. Neatness Counts:** Your work must be reasonably neat, legible, and readable. I expect your work to be professional, comparable to what you would turn in to your employer. Use a word processor for written material (reports). Diagrams and sketches are usually better done in pencil. When writing in ink, use a blue or black. Red is reserved for corrections.
- 5. Use proper English:** When answering questions, use complete sentences (i.e. answers like "yes", or "90 times" are not OK). If you have difficulty with English for any reason, please see me so we can work something out.
- 6. Late assignments:** Assignments are due at the *beginning* of class, no exceptions. It is essential for you to turn in work on time in order to be successful in this course, just as in life. Unless you have made prior arrangements with me, points on late work will be deducted according to the following schedule:
 - *First Day Late* (beginning of class until end of that class day), *25% Deduction*
 - *Second Day Late* (next class day until end of that class day), *50% Deduction*
 - *After Second Day* (past end of class second class day); *No Credit!*

Late assignments must be given to me personally and directly to be accepted. If you leave it anywhere else (i.e. mailbox, desk, under a door) it will be forever lost and given no credit.

- 7. Group Work:** I encourage working together with other students. However be sure to create your own work product. Direct copying of assignments is not permitted, and is considered plagiarism, a violation of scholastic standards. See item 6 under "Class Environment" on page 3 of the syllabus.