

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**TITLE:** Communication Guidelines

**AUTHOR:** Communications Department

**DATE:** August 2004

**APPROVED:**

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DEAN

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DATE

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## To the Students:

The following guidelines have been compiled to help students successfully complete courses offered by the Language and Communication Department.

### I. ATTENDANCE

#### Class Activities

1. Attendance plays an important role in successful learning and skill development, so students are expected to attend all scheduled classroom hours and computer labs.
2. Students are responsible for obtaining and completing work assigned during absences.
3. Students should be aware that the expectations for their conduct in class are established by the professor. Further detail is outlined in the "Statement of Student Rights and Responsibilities" in the Student Handbook.
4. Professors will announce dates for tests and assignments that are listed on the course outline at least one week in advance. However, professors reserve the right to give unannounced quizzes and in-class assignments; absent students will not be allowed to write these at a later date.

#### Tests

If a student is unable to write a test on the assigned date, the following procedure is recommended:

1. The student will provide the professor with advance notice, preferably in writing (or voice mail), of his/her need to miss a test.
2. In the event of an emergency on the day of the test, the student may require documentation to support the reason for the absence and must phone the 24-hour voice mail system (759-2554) to identify the absence. Professors will supply their voice mail extension numbers.
3. All decisions regarding rescheduling of tests will be at the discretion of the professor.
4. The student is responsible for making arrangements, immediately upon return to the college, with his/her course professor for make-up of the missed test prior to the next scheduled class in that course. Failure to comply with these guidelines may result in a zero grade for a missed test.

## II. ASSIGNMENTS

1. Students have the responsibility to be aware of test and assignment due dates. All assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor.
2. Late submissions will not be accepted. However, the professor may extend deadlines should students provide proof of illness or other hardship. In such circumstances, the penalty is the loss of one letter grade (i.e. a "B" paper will be reduced to a "C"). For compassionate reasons, the professor may waive the late penalty.
3. To protect students, assignments must be delivered by the student/author to the professor.
4. For their protection, students are responsible for retaining all drafts, computer files, and returned assignments until end-of-semester grade reports have been distributed.
5. For courses involving oral presentations, students must adhere to dates set unless they have made prior arrangements with the professor. Students who do not present on their presentation date will forfeit the mark for that assignment.

## III. TEXTBOOKS

Students are responsible for purchasing the required texts and materials in the first week of the semester.

## IV. EVALUATION/GRADING SYSTEM

### Mid-Term

See course outlines for mid-term grade information.

### Final Grade

See course outlines for final grade information.

## V. FORMAT OF ASSIGNMENTS/SUBMISSIONS

1. All submissions are to be prepared according to the professor's specifications. The following is suggested:
  - word processing using plain fonts such as Arial or Times New Roman, etc.
  - a font size of 12
  - legible print
  - left justification only
  - upper case and lower case letters used appropriately
  - double spaced
  - only one side of the page used
  - information referenced according to APA or MLA style
  
2. See attached Sample Title Page for Language and Communication title page format (page 5).
  
3. See attached Sample Title Page for APA title page format (page 6).

## SAMPLE TITLE PAGE

Key Word(s) from Title
TITLE OF ASSIGNMENT
Student Name
Course and Section, e.g. CMM115 – Section 5
Professor's Name
Date

Example provided in *Cites and Sources*, p.10.

## SAMPLE TITLE PAGE – APA FORMAT

### General Guidelines

- Information should appear centred in the upper half of the page
- Type the words Running head and add a shortened version of the paper's title
- The Running head should be a **maximum** of 50 characters
- The title of the paper appears in mixed case

