**Fall 2017**

**Social Psychology**

**General Assignment Instructions**

All assignments should be typed, double-spaced in a font no larger than 12 or smaller than 11. Papers should have a 1-inch margin on all sides. They should be turned in at the beginning of class on the given due date, but will be accepted late with a grade penalty depending upon how long past the due date they are submitted. **No assignments or extra credit will be accepted after the last day of class.**

**Cover page**

Assignments should have a cover page which readily identifies the assignment (number) and the student. Your name should be in the **top right-hand corner** along with the date and course (PSYC 3040) or (Social Psychology). In the center of the page, the assignment should be identified as Assignment 1, 2, 3, or 4. You may also include the title of your choice, pictures, clip art, or any other information you would like to convey. However, this is not required. Multiple pages should be fastened together with a staple. Report covers are acceptable instead of this, but are not required. Paper clips are not acceptable.

**Reference Page**

A separate page at the end of the report should list all references in alphabetical order. At the top of the page, the word “Reference/s” (**not** “Works Cited”) should be centered in normal font (nothing huge, bold, or all caps). Double space after this and between references. Do not indent the first line of a reference; do indent the second and all subsequent lines.

Care should be taken to use the correct reference (and in-text citation) format. Only references (not papers themselves) are required to be in APA format. Information on APA format is available in the library, at the Student Success Center, and at the following web address: apastyle.org. If you are using a recent version of Word, go to references on the tool bar and choose APA. It will format your references for you.

There are also internet sites that will do the formatting for you, for example:

 **BibMe**: bibme.org

 **Citation Machine**: citationmachine.net

 **EasyBib**: easybib.com

**Remember, use of information from an unreferenced website constitutes plagiarism!**

**Grading**

 Grading will be primarily based on content. The content should reveal that you read or studied the material you researched and that you thought about it and understood it. Important aspects of that are choosing the important points and presenting them in an understandable format, giving reasons for your conclusions, good organization of information, and personal commentary. In order to accomplish this, the writing should be original. The extent to which the turnitin.com originality report reveals that you copied from your source work-for-word will have a serious effect on your grade. If any of a report is copied verbatim from the source, points may be deducted at a rate as high as 1 point per 1 percentage point of similarity over 20%.

 A small number of points will be assigned to issues of following instructions and spelling/grammar (see below). Writing style will not be considered as long as the content is clear. If the report is shorter than the minimum requirement, points will be deducted based on an estimate of the percentage of the minimum actually submitted.

 Internet sources are allowable. However, you should consider the quality of your resources and the websites that you visit. Poor quality sources lead to poor quality papers and sometimes questionable information.

**Point Losers**

 At the college level, quality writing and presentation are expected, as is the ability to correctly follow instructions. The following practices are point losers which are deducted separately from your content grade.

- papers turned in not stapled minus 5 points

 - papers not stapled and “dog-eared” minus 10 points

 (turned down corners)

 - papers turned in late point penalties depending upon how long

 after due date submitted

 - papers submitted late to TII point penalties depending upon how long

 after due date submitted

 - papers using the wrong size font,

 wrong margin, or line spacing, etc. minus 5 points

 - misspelled/misused words minus 1 point per 3 words (including

 the same word misspelled repeatedly)

 - work submitted with no name minus 5 points (possibly no credit)

 - wrong (non-APA) reference format minus 1-5 points per format error

 - grammatical errors minus 1-5 points total, depending upon

 number and nature of errors

 - paper shorter than minimum require- percentage of minimum requirement missing

- Failure to follow instructions points deducted depending upon the extent

 and result of the error

- putting “Works Cited” instead of 5 points

 “References

**Assignments 1-4 Fall Semester 2017**