**INSERT PHOTO HERE please. Passport-like, more or less this size**

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**Your Name Due DATE**

1. **RENAME THIS FILE. Write your last name, dot, due date  
     
   EXAMPLE: QUIZ.1.jan29.docx → carasi.QUIZ.1.jan29.doc**

**(In the example I used “carasi” because it is MY last name. You use yours.)**

* 1. **Use only .doc, .docx, or .rtf as format**
  2. **Do not use Apple .pages format.**
  3. **No cloud-shared documents (like google drive)**
  4. **No ZIP, no PDF**
  5. **Attach your assignment to an email with the following subject:**

1. **EMAIL SUBJECT : QUIZ January 29**

Use the instructions above as a check list after you finish you work.

=============================================================

**Style : Full, grammatical sentences with appropriate punctuation and spelling.**

=============================================================

**ALL assignments are DUE before class. NO credit for late work.**

**DON’T USE RED INK. TYPE BOLD under each respective question**

**1.**  What is the policy concerning late assignments?  
  
**Your answer here, in boldface**

2. What is the default deadline for assignments and quizzes?

**Your answer here, in boldface**

3. What is the percentage value of the final exam?

**Your answer here, in boldface**

4. What are 2 requirements of the Email protocol that make most sense?

**Your answer here, in boldface**

5.. What is BC’s policy with regards to plagiarism?

**Your answer here, in boldface**

6. Are you taking responsibility for following the instructions about the format of assignments and quizzes clear: how to name your files; the accepted formats; what to put in the subject etc.?

**Your answer here, in boldface**

**BONUS** if you want an A+   
What is the date of the final exam for this course?