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

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**Your Name Due DATE**

1. **RENAME THIS FILE.

EXAMPLE: QUIZsyllabus.docx → carasi.QUIZsyllabus.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 SYLLABUS**

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

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

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

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**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: how to name your files; the accepted formats; what to write in the email subject etc.?

**Your answer here, in boldface**

7. Check list:
Did you insert the correct size photo? YES NO
Did you enter your name at the top? YES NO
Did you name this file correctly? YES NO
Are you going to use the correct email subject? YES NO

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