

As you move through this course, keep the following key points in mind to ensure your success:

1. Submission Times
 - All submissions are based on the Pacific Time Zone
2. Weekly Discussion Forums:
 - Your initial post must be made by **11:59 PM on Thursday**
 - Your two responses to posts made by classmates must be submitted by **11:59 PM on Sunday**
3. Communication:
 - If anything is unclear, seek clarification as soon as possible
 - If an emergency arises, please inform me promptly and I will work with you
4. File Naming Convention
 - All assignment file must include your **first and last name** in the file name
 - Failure to do so will result in a 2-point penalty
5. Assignment Requirements
 - Follow all requirements carefully to avoid losing points
 - Deduction of **2-5 points** will be applied depending on the extent of the deviation
6. Examples of Common Requirement Issues
 - Incorrect spacing (single vs double)
 - Page count not met
 - Improper references (number, format, in-text citations, etc.)
7. Title Page
 - Include your name, course name/number, instructor name, and other details on a **separate page**