Requirements for Study Guide

• All Study Guides should meet the following standards:
  - Include your name, date, course number, and the name of the week and assignment at the top of your document. For example, in Paralegal 150 for his Study Guide, John Doe would have the following at the top left of his document:
    John Doe
    January 1, 2011
    Paralegal 150
    Week One Study Guide

  - Use Times New Roman font, 12 point size, double-spaced (2.0 line spacing)

  - Save your study guide according to the naming convention explained when you submit the document, usually "Last Name_First Name_Course#_Week# Study Guide". For example, John Doe would save his document as "Doe_John_P150_Week One Study Guide".

• Each study guide assignment you see in a course includes the specific units you are reviewing for that week and should be a minimum of 1 to 2 pages in length. This assignment is designed to help you review the course materials for each week and prepare for the weekly quizzes.

• The summary will highlight the main topics, ideas, and major details covered in each of the following elements for the units in a specific week:
  - Lecture Material
  - Homework Readings
  - Essays/Assignments
  - Instructional Q & A
  - Reading Lab

  The study guide organizes and condenses the course elements for each week. Your assignment will be planned through the course of your study, after the completion of each unit. As you study the course materials for that week, take notes on important terms and central topics that you can utilize for your final summary.

• All Study Guides should be submitted on time (the day the assignment is due in the course).
• **All Study Guides should have few, if any, spelling, punctuation or grammar errors.** Before you submit the study guide, be sure to use Microsoft Word’s built-in spelling and grammar checker. For help using this checker, see the "Writing I" area in the "Study Skills" classroom.

• If you use textbooks or other resources to help write your paper, cite or quote them and list them at the end of your paper using APA style.

   Below the last paragraph of your Study Guide, type the word "References" and then list the websites and/or titles and authors of any books or articles you used as sources.

   For an explanation of APA style and how to cite sources, please see "Proper APA Format Citation" in the "Study Skills" classroom or in the "Plagiarism" menu at the top of every page in Moodle. You can also use the Online Library Training linked from the “Online Library” menu to see great videos on how to cite your sources and create a Works Cited or Reference list (Bibliography).

• **All Study Guide assignments should be checked for plagiarism using the resources provided in the "Plagiarism" menu** at the top of every page in Moodle before you submit them to your instructor. This will help you avoid plagiarizing someone else’s words in your assignments.

   Plagiarism is unacceptable and can lead to severe consequences at ICDC College. Penalties range from receiving a failing grade on your assignment, failing the class, or even expulsion from the college. All instances of plagiarism are added to the student's record.

• You must be courteous in your interactions with your instructor and classmates. Submitting inappropriate or disrespectful language will adversely affect your grade and may result in your being put on Conduct Probation.