Requirements for Writing Lab

• Writing Lab is designed to help you receive instructional feedback and guidance during the writing process as you complete your written assignment. In order to do so, you are expected to ask questions about the assignment or email writing samples such as an outline, paragraph or essay draft to your instructor.

• Each Writing Lab assignment you see in the course includes the specific topic you are to write about, and often includes the minimum length of your assignment (250 words= about 1 page, double-spaced). You may also be told to include a minimum number of sources. You are encouraged to write more words or include more sources than are required.

• Your instructor will provide feedback and answer any writing concerns or questions you may have to enable you to complete the assignment.

Remember, the instructor is not here to edit your work or write your assignments for you. You will be expected to submit original work for a grade.

• All Writing Lab assignments should meet the following standards:
  
  o Include your name, date, course number, and the name of the week and assignment at the top of the document. For example, in Paralegal 150 for her Writing Lab assignment, Jane Doe would have the following at the top left of her document:

    Jane Doe
    January 1, 2011
    Paralegal 150
    Unit 4 Case Brief

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

  o Save your Writing Lab assignment according to the naming convention explained when you submit the document, usually "Last Name_First Name_Course#_Week#". For example, Jane Doe would save her document as "Doe_Jane_P150_Unit 4 Case Brief".

• All Writing Lab assignments should be submitted on time (the day the assignment is due in the course). Therefore, be sure to allow for enough time to receive feedback and apply the instructor’s suggestions to your work before the assignment is actually due. This
means you will have to work ahead in your class to get the full benefit of a Writing Lab session.

- **All Writing Lab assignments should have few, if any, spelling, punctuation or grammar errors.** Before you submit the assignment, 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, cite or quote them and list them at the end of any paper or writing assignments using APA style.

  Below the last paragraph of your assignment, type the word “References” and then list 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 review the resources available in the "Plagiarism" menu at the top of the page in Moodle. You can also use the Research Guides page in the Online Library to learn how to cite your sources and create a Works Cited or Reference list (Bibliography).

- ICDC College has a strict policy against plagiarism, which is grounds for disciplinary action. Thus, **all Writing Lab assignments will be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism.** All submitted papers are also included as source documents in the Turnitin.com reference database for the purpose of detecting plagiarism.

- 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.