

Homework Assignment Guidelines

Dear Students,

As we embark on this semester, please take note of the following homework assignment guidelines:

Assignment Submission

- All assignments must be submitted by the due date specified in the syllabus.
- Late submissions will incur a penalty of 10% per day.
- Assignments should be submitted electronically via the designated platform.

Formatting Requirements

- All written assignments should be typed, double-spaced, using a 12-point Times New Roman font.
- Margins should be set to 1 inch on all sides.
- Please include your name, date, and assignment title on the first page.

Content Guidelines

- Each assignment must clearly respond to the prompt provided.
- Be sure to cite all sources using APA format.
- Proofread your work for clarity and grammatical accuracy before submission.

If you have any questions or concerns regarding the assignments, please feel free to reach out to me during office hours.

Sincerely,
[Your Name]
[Your Position]