

1. Create an author identification section that appears on the first page of your project. Include the following information.
 - 1.1. Your name.
 - 1.2. Your student identification number assigned to you by the University of Central Oklahoma.
 - 1.3. Your e-mail address. You can obtain an e-mail address from the Office of Information Technology.
 - 1.4. The name of this course. The name of this course is “Computer Technology for Communication in a Global Society.”
 - 1.5. The Course Reference Number (CRN).
 - 1.6. The project identification.
 - 1.7. The due date for the project.

Example:

Name: Ms. Petunia Perfect
Student ID: *00000000
E-Mail: pperfect@ucok.edu
Course: Computer Technology for Communication in a Global Society
CRN: 10862, Autumn, 2006
Project: p01
Due: September 5, 2006

2. All projects must be typewritten. No handwritten material will be accepted.
3. Projects that require multiple pages must be stapled together. Paper clips and other forms of binding are not acceptable. Students who submit projects that are not stapled will be penalized.
4. Projects are due on the date assigned, in class, at the beginning of the class session. You may submit projects before they are due. Projects submitted after the due date will be given a score of **zero (0)**.
5. If you are unable to submit an project in class, place the project in my mail box in room MCS 117. The secretary, Ms. Janice Brown will direct to my mail box if you have difficulty finding it. Please do not submit projects under my office door. A **10% penalty** will be deducted from your score if you submit an project under my office door.