

## 1. Submission of Assignments

All assignments should be placed in the 'essay box' outside the Media Studies Office, Hu2, Room 220. Submissions will be dated and recorded and then given to your Lecturer/Tutor for marking. Assignments may be posted to: Media Studies Program, Essay Box, La Trobe University, Bundoora, 3086, however, they must include a cover sheet and ensure that the post office stamps the outside of your envelope, this is the date that is recorded as to when the assignment was submitted. -All assignments must have an appropriate cover sheet stapled to the front of all assignments. Cover sheets can be downloaded from the following web site [www.latrobe.edu.au/media](http://www.latrobe.edu.au/media) 'Student Resources'. -The following must be read before submitting assignments.

The Academic Misconduct Policy found at: <http://www.latrobe.edu.au/policies>  
Statute 16 found at: <http://www.latrobe.edu.au/legalservices/statutes.html>  
Regulation 16.2 found at: <http://www.latrobe.edu.au/legalservices/regulations.html>

- Assignments should NOT be submitted in a plastic folder or enclosed in an envelope (envelopes can be used to enclose disks or CD's and stapled to the back of your assignment).
- Final assignments must have a self-addressed, stamped envelope (A5/A4 size) stapled to the back, so that they can be returned by post. Lecturers/Tutors will keep assignments (if an envelope is not supplied) until the following semester (2<sup>nd</sup> week), and after this time they will be shredded.
- Students are required to keep an identical copy of all work submitted.

## 2. Extensions on Assignment Deadlines

If you wish to submit work after the deadline, you must fill out an extension form and give it to your Lecturer/Tutor **before the due date of the assignment**. Extension forms can be collected from the pigeonholes outside Room 224. It is your responsibility to get your Lecturer/Tutor to sign the extension form. The signed form should be attached to the assignment when it is turned in.

## 3. Late Submission Policy

At the discretion of the Lecturer/Tutor, grading penalties may be made on late assignments, which do not have a signed extension form. The penalties are: 2% per working day loss for late assignments with no extension form

**NOTE: Assignments will not be accepted or marked more than 10 days after the due date without an approved extension.**

## 4. Assessment of Assignments

A 80% or more	excellent work, well researched, persuasively argued, original insights, excellent use of citation style, well presented.
B 70-79%	good to very good work, some evidence of research, clearly argued, consistent use of citation style, may indicate potential for Honours.
C 60-69%	competent work, fulfils the basic requirements of research, argument and presentation. Average standard for B.A. work.
D 50-59%	Pass. Fulfils some of the basic requirements but may have serious problems of length, presentation or argument.
N 49 or less	Fail Grade. Work is of an extremely poor standard.