

# VCC HR DIPLOMA: Assignment Instructions

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Each assignment to be submitted as follows:

1. Title Page include:
  - Your Name
  - Your email address
  - Course Name ie ORGB
  - Assignment Name and Number #
  - Date
  
2. Assignment Format include:
  - Exercise/questions from the assignment to be included in your typed submission
  - 12 font
  - 1-1.5 spacing
  
3. Assessments include:
  - Grammar
  - Spelling
  - Use of related terminology
  - Proper use of references [APA style]
  
4. Assignment Submission
  - By email: as assigned by your instructor
  - Due on assigned date by midnight
  - Assignments will be returned the same way – please ensure your mailbox is not full
  - Name your file: your name course name Assign 1

## Additional Assignments/Lab Exercises

Current Events Board – Your instructor may ask you to bring in interesting newspaper or magazine articles related to total compensation management and discuss them at the beginning of class.

**Evaluation Criteria Checklist for Assignments**

\*Students are provided with the grading criteria to help them prepare their assignments, but the final evaluation will come from the instructor.

Scoring Sheet	1	3	5
Organization	The content lacks organization; transitions are abrupt and distracting.	The organization of the content is congruent; transitions are evident.	The content is organized logically with fluid transitions to capture and hold the reader's/listener's attention throughout the entire paper/ presentation.
States the Purpose	The purpose is not clear.	The purpose is apparent.	The purpose is clear and captures the reader's/listener's attention.
Supports Ideas	The majority of ideas are unsupported by explanation.	The speaker provides the basic details necessary for the reader/listener to understand the premise of the presentation.	Important details add to the interest of the assignment/presentation; details work to connect the reader/listener to the assignment/presentation.
Writes/Speaks Clearly	Vocabulary is awkward or inappropriate for the topic, making the writer/speaker difficult to understand.	Vocabulary provides clarity and avoids confusion.	Vocabulary is descriptive and accurate, engaging the reader/listener through imagery.
Visuals and Examples	Visuals or examples are missing or unrelated.	Visuals and examples obviously relate to the content of the assignment/speech.	Relevant examples or stories work to interest the listener and further develop the main idea.