Assignment 1: Email Assignment

Value
This assignment is worth 5% of your final grade.

Background
This assignment requires you to familiarize yourself with basic course requirements and expectations, as outlined in the course outline. It also introduces you to the formal conventions of email communication in academic and professional environments. For this assignment, you will be required to demonstrate that you have thoroughly reviewed the course outline and course materials posted on Moodle by answering a series of questions in an email to your instructor. This email should follow the formal guidelines for professional communications, as described in Chapter 7: “Writing Email and Letters for the Workplace” and the Email Etiquette guidelines posted on Moodle.

Instructions
1. Read the course outline thoroughly, and make note of important information such as instructor contact information and assignment due dates. If you misplace the hard copy of the course outline, you can find a digital version on Moodle.
2. Log in to Moodle, then locate the following three documents on the ENGL 2510 page: Course Outline, Email Etiquette, and Assignment 1 Questions. Review these documents thoroughly.
3. Compose an email to your instructor following the Email Etiquette guidelines, and answer the questions listed in the Assignment 1 Questions document on Moodle. The answers to these questions can be found in the Course Outline. Proofread and revise the email to ensure all requirements have been met before sending it to the instructor.

Part 1: The Course Outline
A course outline (or syllabus) is a formal document provided to post-secondary students that outlines important information about the course. This information may include when and how to contact the instructor, what textbooks or materials are needed for the course, a grade breakdown and overview of the required assignments, important dates and deadlines, and/or an outline of the various responsibilities and expectations required for the successful completion of the course. The course outline is the go-to document for course information, and should be consulted regularly.

The course outline also serves as a contract between students and the instructor: it describes what students can expect from the course as well as what is required of them by the instructor. It often provides students with a course schedule outlining required readings, assignment due dates, and/or lesson plans. The course outline may also contain information about specific policies regarding student conduct, such as the Code of Student Behaviour and Academic Integrity.
Part 2: Moodle and Online Course Materials

*Moodle* is an online educational platform used by NorQuest College (and many other institutions) as a learning management tool. Instructors will often create a Moodle site for each of their classes to provide students with secure access to course content and materials such as assignment instructions, lecture notes or presentations, review materials, a course calendar with important dates and deadlines, and links to external resources. Distance courses are run almost entirely using online platforms like Moodle, as they offer interactive tools designed to engage students in a variety of learning activities, such as quizzes and discussion forums.

Moodle should be the first place students look for course materials, especially assignment instructions and due dates, notes, and other important course documents.

Part 3: Email Etiquette for Academic and Professional Communications

Email is the preferred method of communication with instructors outside of class time. If you need to contact the instructor because you will be absent from class, or if you have a question about course content or requirements that is not answered in the course outline or Moodle materials, please email the instructor using your NorQuest email account.

When communicating by email, ensure you follow the formal guidelines of etiquette appropriate to academic and professional environments. It is important to remember that email leaves a digital record of correspondence and cannot be revised or retrieved after being sent. Follow these guidelines not only for every email you send in this course, but for all email communications with instructors, faculty, and staff at NorQuest College.

Marking Rubric for Assignment 1

<table>
<thead>
<tr>
<th>Content</th>
<th></th>
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<tbody>
<tr>
<td>Uses appropriate email etiquette and follows the correct guidelines (subject line, salutation, closing)</td>
<td>/10</td>
</tr>
<tr>
<td>Correctly answers questions 1-5 with accurate information from the syllabus</td>
<td>/5</td>
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<tr>
<td>Provides a thoughtful and thorough answer to question 6</td>
<td>/5</td>
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<tr>
<th>Format</th>
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<tbody>
<tr>
<td>Writing is clear, concise, and error-free (grammar, proofreading)</td>
<td>/5</td>
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</tbody>
</table>

Total /25

Rubric notes (double the numerical values for categories marked out of 10)

0 = does not meet expectations/missing
1 = meets minimum expectations
2 = needs improvement
3 = satisfactory
4 = good
5 = excellent