

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
HEALTH INFORMATION TECHNOLOGY
STUDENT HANDBOOK

COURSE EXPECTATIONS FOR ASSIGNMENTS

Course expectations are defined in the syllabus for each course. Students are expected to clarify questions or concerns with the course instructor.

Students are expected to use APA formatting for written reports and papers. Papers are expected to be completed and submitted in a Microsoft Word document.

Specific directions will be included for each assignment. When in doubt about expectations in regard to an assignment, ask the instructor.

Formal written assignments will include a title page with the title of the paper, student name, course name, instructor name, and date. A reference page incorporating APA format must also be included. Use APA formatting and in-text citations when using abbreviations and quotations in the body of the paper.

All assignments must be submitted to the instructor on the date and time designated. Assignments will be submitted up to two days late, for a percentage of the earned points.

Plagiarism is considered an act of Academic Dishonesty and will not be tolerated. Instructors will utilize software to search for plagiarism violations, when plagiarism and/or academic dishonesty is suspected. See the HIT Student Code of Conduct for further details regarding violations.

Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade is the student's own work (based on the individual student's own research and understanding). When two assignments submitted by different students are very similar, an instructor may assume academic dishonesty has occurred.