

Instructions for Writing Assignments for the Horticulture Learning Community
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This is the body of the essay. The document must have a descriptive title, such as “Instructions for Writing Assignments for the Horticulture Learning Community”. Below the title, place your name as a byline. Be sure to check spelling, punctuation, grammar, etc. Avoid run-on sentences. Do not use abbreviations unless necessary. If abbreviations are used, write-out the word(s) the first time the term is used with the abbreviation in parentheses. For example, I work at Texas A&M University (TAMU), and you are a student at TAMU. The essay may be more than one paragraph, but the paragraphs should be delineated by a space or indentation. Each paragraph should address a related topic, theme or concept. The first sentence of the paragraph should give the reader an indication of the content of the paragraph. The essay must be submitted as a word processing file attached to an email, and you must name the file using your last name followed by the assignment number, for example reed1. The essay always will be due by 5:30 pm on the day of the next class, unless notified otherwise. If an essay is turned-in late, one point will be deducted per day the essay is late. The essay will be graded based on a standard Guiding Rubric.

What are the objectives of the essay? The first objective is to demonstrate your ability to author a clear, concise, informative and readable document. The second objective is to incorporate into the essay what you have learned from the lecture or field trip. Thus, the essay will be graded for style, grammar, punctuation, sentence structure, as well as substance and content.

For some discussions, it may be appropriate to use bullets. For example, the following summarizes the guidelines to be followed:

- give the essay a descriptive title
- place your name as a byline after the title
- check spelling, grammar, punctuation, etc.
- avoid extensive use of abbreviations, and when used, write-out the word(s) first time used and place the abbreviation in parentheses
- avoid run-on sentences
- 1 page maximum
- single-spaced
- 12 point font
- submitted as a file attached to an email
- name the file your last name followed by the assignment number, e.g. reed1
- make sure the essay incorporates information gathered from the lecture or field trip
- essays will be due by 5:30 on the day of the next class, unless notified otherwise
- there will be a 1 point penalty per day the essay is turned-in late