

Homework Deadline Policy



There are a lot of homework and assignments in this course and we strongly recommend that you do not get behind as they link up with the lectures and workshops and it is easy to become overwhelmed very quickly if you do not meet submission deadlines. It is also important for the course directors and tutors to be able to mark all the submissions for a particular homework at the same time, both in terms of efficiency but also to be able to monitor how the group is doing overall in meeting the learning objectives of the course.

- Homework deadlines are clearly set in a particular sequence so that you get maximum benefit out of the course. **All late*** homeworks will incur fines of £15 per homework: (*late = 2 weeks after due date).
- All homework completed by the agreed dates will be assessed and relevant feedback will be given to the trainees before the last workshop of the LYTTC.
- **It is expected that all homework (except for diaries) will be sent by email** to the administrator, Deb Watson, by the relevant date.
- If personal circumstances mean that a trainee needs to request an extension to the deadline for any homework they must complete the *Special Considerations Form* and send this to the course directors. The *Special Considerations Form* can be downloaded from the course Documents section of the LYTTG website.
- Where no *Special Considerations Form* has been received and a homework is handed in later than 2 weeks after the due date it **will not be marked** i.e it will receive a score of zero. In exceptional circumstances, and at the discretion of the LYTTC directors, this forfeit may be waived on the understanding that the trainee submits all outstanding homework within an agreed and reasonable timescale. Further costs of £15 per homework will be incurred. Any homeworks due in year one but not handed in until year two (Nb. Year 2 begins October 2016) will be fined £30 per homework.
- **Any case studies and final essays handed in late** will not be marked unless an exception to the deadline has been agreed with the directors. Where an extension to the deadline has been agreed, a charge of £25 will be incurred for the case study/final essay to be marked.
- If a trainee falls **two** homeworks behind in any given subject, they will be required to meet with a course director to discuss their individual learning plan.