

Virginia Bankers School of Bank Management

Policy Statement Governing the Preparation of Home Study Assignments

1) Preparation and Submission Instructions

- a) All home study problems must be **typewritten, double-spaced, with standard margins using 12 pt. font (Times New Roman) on one side of the sheet.** This is the general rule unless otherwise indicated by the instructor – **please** read the instructors directions as he/she may ask for a different format.
- b) Proofread your paper prior to submitting. Spelling, grammar, and punctuation errors will be considered in the grading of the papers.
- c) A cover sheet & evaluation is attached for you to use with each assignment – **both the cover sheet & evaluation are required and the home study assignment is not considered complete if these are missing.**
- d) **E-Mail** your home study problems to: homestudy@vabankers.org. The e-mail's subject line should read: Year, Last Name (*ex. Subject: 1st Year, Reid*)
- e) Keep a copy of your home study for your records as a back-up.

2) Due Dates and Deadlines

- a) All home study problems must be received at the VBA's office **by 11:59 p.m. on the due date.** **We must insist on strict observance of the requirement that home study problems reach the VBA by the indicated due date & assignments received after this time will be considered late and subject to point deductions.**
- b) Extensions are granted ONLY under extenuating circumstances (ex. prolonged illness) and must be requested prior to the due date. Extensions are not granted for heavy work schedules/work loads. Requests should be submitted in writing a **minimum of 15 days in advance of the due date** to the VBA. Please feel free to contact Kristen Reid (kreid@vabankers.org or 804-819-4731) if you need to discuss options around or request an extension.

The following steps will be taken when a home study problem is not received on the due date and no extension has been requested or approved:

- (1) The student will receive an e-mail and a phone call from the VBA office one day after the due date.
- (2) If the paper is not received prior to one week following the due date and the student has not contacted the VBA, the student's recommender and/or CEO will receive a call from the VBA office.
- (3) If the paper is not received within 30 days of the due date the student will be dropped from Bank School.
- (4) One grade point **per day (including weekends/holidays)** will be automatically deducted from unexcused, late home study problems. If a student has any unexcused late assignments, he/she will not be eligible to be recognized as Honor Grad.

3) Procedure on Handling and Grading of the Home Study Problems

- a) All home study problems are to be **EMAILED** to the VBA's office. Email confirmations will be sent to each student upon receipt of each of their completed assignments.
- b) The VBA records receipt of the home study problems and sends them as a group to the instructor for grading.
- c) Once graded, all home study problems are returned to the VBA's office where grades are recorded and home study problems returned to the students. Home study problems will be recorded numerically: 90-100 (A), 80-89 (B), 70-79 (C), 60-69 (D). Faculty will have 60 days to grade the papers from the date

they receive them from the VBA office. **Note:** Assignments are not sent to the instructor until the VBA has received them all. Late, unexcused submissions hold up the process of submitting to the instructor and, thus, hold up grades being returned to the VBA by the instructor.

- d) Home study problems that are graded below 59 are returned to the student with an indication as to the nature of the deficiencies. The student is permitted to rework the solution and return it to the VBA within a stated period of time. The corrected solution is then forwarded to the instructor for grading. A full grade will be deducted from your final grade for having to do the problem twice. A student is not permitted to rework the assignment if a failing grade is received due to points being deducted for lateness. A passing grade on all Home Study problems is a prerequisite for returning to the next resident session.

4) Citing Sources

- a) If sources are used, papers need to include a bibliography/reference sheet listing all sources and footnotes/endnotes should be used to cite sources within the paper. Please only use credible sources in your research (Wikipedia is NOT a credible source). If graphs/charts are used, reference the source thereof and locate the graph/chart next to the relevant text, making sure to discuss graph/chart/within the text.
- b) All quoted materials must cite the specific source.

5) Virginia Bankers School of Bank Management Honor Code

The Virginia Bankers School of Bank Management students are expected to conduct themselves in accordance with the highest standards of honesty and integrity in the classroom, outside of the classroom and on the home study problems. Home Study problems are individual assignments meaning you are to work on the assignment ALONE and are not to discuss the questions, potential answers, strategy, research or data resources with another Bank School student. Also, please do not send your completed paper to another student as an example. Any evidence of shared work will be considered an honor code violation.

The honor code is:

On my honor, I pledge that I have neither given nor received assistance on this assignment and that all work is my own.*

Violations of the Honor Code include:

- **Plagiarism**-An act or instance of using or closely imitating the language and thoughts of another without authorization and the representation of that author's work as one's own, as by not crediting the original author.
- **Cheating**-Receiving, giving and attempting to receive or give unauthorized assistance, such as materials, information, notes or sources, on home study problems.

You may seek assistance from a subject matter expert in your bank as part of your research BEFORE you start to write your papers. The subject matter expert **cannot** be another Bank School student.

For questions regarding your Home Study Assignments or the Bank School Honor Code, please contact Kristen Reid at 804.819.4731 or kreid@vabankers.org.