Observatory Report Guidelines
(Units 49, 50 & 55)

- Your report must be a MINIMUM of 3 PAGES PER UNIT and free of spelling, grammatical and factual errors (Proofread!). Any "fluff" will count against the 3-page length requirement.

- Format your report as follows:
  - ✓ Page 1:   Cover page
  - ✓ Pages 2-4: Your report. The report should begin at the top of the page.
  - ✓ Page 5:   Sources, Images, Diagrams.
  - ✓ Use standard 1-inch margins, 12-pt Times New Roman font, double-spaced.
  - ✓ Information from external sources MUST BE CITED!
  - ✓ Staple your observation sketch sheet to your report.
  - ✓ Do not use oversized fonts! Do not add extra spaces in between paragraphs!

- Plagiarism of any kind will result in immediate loss of credit for the unit in question and will result in a grade of F for the course(s).

- Turn in your report to the EV Desk and have it date stamped by the staff member on duty by the due date on the sign-up sheet.

- If your report fails to meet the above guidelines, it will be placed in the "Observatory Redo" basket at the EV Desk, and you will receive an email to your university account (user@mailbox.sc.edu). You will be given an additional 3 days to make the necessary corrections and resubmit your report. If your report is still unsatisfactory after the second grading, you will forfeit credit and must retake the unit.

- Late reports will be accepted; however, students submitting a report after the deadline will forfeit the opportunity to rewrite their report in the event the report fails to meet the proper guidelines during the first grading.