



2011-2012 Manitoba CPLED Program Submission Protocol



Students must comply with the following requirements when submitting online assignments and competency evaluations. Submissions that do not follow this protocol may be deemed incomplete and graded as Competency Not Yet Demonstrated.

Formatting Requirements

1. Use a minimum 11-point font (unless court rules require a different size for the particular document)
2. Use 1.5 line spacing (unless court rules require a different size for the particular document)
3. Make all four margins at least one inch (unless court rules require a different size for the particular document)
4. Number the pages
5. Do not exceed the maximum number of pages set for the submission
6. Put citations in the text of the submission, not in a footnote or endnote

Saving and Naming Requirements

7. Save your submission in Word or Rich Text Format
8. Use the following file-naming protocol:
Last Name_First Name_ Module Abbreviation_Unit Number or CE

Examples:

Assignment: Smith_Jane_DW_Unit1 or Smith_Jane_DW_U1

Competency Evaluation: Smith_Jane_DW_CE

Submitting Requirements

9. Comply with the CPLED Professional Integrity Policy
10. Submit the assignment or competency evaluation before the deadline
11. Submit the assignment or competency evaluation to the online Dropbox