

Name \_\_\_\_\_ Section # \_\_\_\_\_

Due Date \_\_\_\_\_ Date Returned \_\_\_\_\_

## Telecommunications Portfolio Criteria Sheet Part I

<b>Emails:</b>	
<b>Send Dr. F an introductory email</b>	
Signature File setup correctly	
Subject line includes IRED320_00(your section number) plus topic	
Email demonstrates correct letter Netiquette	
<b>Class Member Introduction Emails</b>	
<b>Send Email to assigned classmate:</b>	
Cc: Dr. F at <a href="mailto:cfigg@louisiana.edu">cfigg@louisiana.edu</a>	
Use proper letter Netiquette	
Reply to email information requested from interviewer	
<b>Send Dr. F Netiquette test results in an email</b>	
Give your score	
Describe items you missed and why	
Signature file appearing on email	
<b>Blackboard Posting:</b>	
<b>Post (or type) introduction to Blackboard Discussion Board called "Class Members"</b>	
Posting includes 3 items about the person you are introducing	
Posting is not a copy-paste of email from interviewee	
Posting is a "reply", not a "new thread"	
<b>Internet Test:</b>	
Read instructions for using the Internet	
Log on to Blackboard and take the open-note exam	
Score at least 80% on the exam	
<b>Syllabus Test:</b>	
Print the syllabus from Blackboard or IRED website	
Review information using the Online Study Guide	
Score at least 90% on the class quiz	

Completion	All Criteria Met	95% Criteria Met	Below 95%
	2 points	1.5 points	1 point
<b>Total Points</b>			