Theological Education by Extension College

*Assignment template*

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| --- | --- |
| Student Name: |  Click here to enter your name.  |
| Student Number: |  Your student #  |
|  |  |
| Course Name: |  Click here to enter the name of the course.  |
| Course Code: |  Course code  |
|  |  |
|  |  |
| Assignment number: |  Click here to enter the assignment number.  |

Student Context

If you are including your “student context” description then add it on this page.

You can write this once in a separate document and then copy-and-paste it here.

Do not send your context description as a separate file or attachment – it must be in this document!

If you are including a photograph please resize it to a smaller file size (*the mail server blocks very large emails*)

*Select and delete this box before submitting ☺*

If you entered your details on the cover page they should update in the page footer – but sometimes not!

To update footers manually before submitting:
♦ Right-click the footer below and select “edit”.

♦ Select the row – you can use Ctrl-A.

♦ Press the F9 button at the top of your keyboard.

*All footers should update from the information you entered on the cover page*

*Select and delete this box before submitting ☺*

Assignment

Begin your assignment from this page.

Number each task clearly – and use the same numbering used for the assignment tasks.

Remember to add word counts where required.

*Select and delete this box before submitting ☺*

References

Add your reference list on this page.

See your Study Aid for help on the format to be used for references.

Remember to include your TEEC workbooks where appropriate, as well as any other sources you have used and need to acknowledge.

Your reference list must be included in this assignment document – do not send it as a separate file or attachment!

*Select and delete this box when you are done ☺*

**Submitting your assignment by email**

Check that you have completed the required work and that each part is clearly numbered according to the assignment tasks you are responding to

Ensure that everything is included in this document (*see your assignment instructions if there were additional items such as forms or reports*)

Save this file using this format for the filename:
StudentNumber\_CourseCode\_ AssignmentNumber

*Add* ***R*** *after the assignment number if this is a resubmission*

Attach this file to an email and send it to:
assignments@teec.co.za – DO NOT send it more than once or copy it to any other College email addresses!

*Select and delete this box before submitting ☺*

**Confirmation of submission**

The mail server will send you an initial receipt when your email is received (it only does this ONCE in a 24hr period *– this is to prevent auto-generated mail storms*!)

If your assignment is named correctly it will be processed for marking and you will receive a confirmation by email. If you have not received a confirmation after four business days then email admin@teec.co.za. Save (and print) that confirmation together with your assignment.

Problematic emails are processed manually by staff.

*Select and delete this box before submitting ☺*