

**SMS 324**  
**Expectations for Written Assignments**

This is a collegiate-level course and prompt, neat completion of all written assignments is required. These assignments are necessary to document your diving education and will be archived in your professional diving file.

See below a list of minimum expectations. Assignments that do not meet these standards will be given a grade of -0- and will be returned to the student for appropriate corrections. Returned assignments must be resubmitted for course completion.

- Submit assignments on-paper at the beginning of class on the due date.
- Include your name, date, and the title of the assignment on the first page header.  
*\*If/when electronic submission is allowed, also include this information in the file name [lastname date assignmenttitle.doc]*
- All writing must be legible and grammatically accurate.
- Short-answer responses require complete, full sentences.
- Multiple-page assignments must be stapled together (no folds, tape, or paperclips).
- Each assignment must be submitted as a stand-alone document; please do not combine individual assignments into a single document or staple together multiple assignments.

*Note: The DMC and UMaine Science Diving Program do not provide staplers, or other office supplies. For access to DMC copiers and printers please contact Matt Norwood at DMC and/or UMaine IT Support.*

PADI Knowledge Reviews (KR) and SDI IQ Reviews (IQ)

At the end of most PADI AoW and SDI rescue chapters is either a KR or an IQ. These must be completed along with the assigned reading. Exercises contained within the chapter need not be submitted. You may submit KRs/IQs either by:

1. Typing/handwriting the questions and your responses. If you type or handwrite your responses, you must write-out the question as well as your full response. For multiple choice questions, the full response must be written-out; do not simply answer "B".
2. Completing the assignment in your book and photocopying the pages for submission.

*Opt-Out: Divers who already hold AoW and/or Rescue certifications are encouraged to complete these reading/written assignments, but may choose to opt out. If opting out, the diver must submit a formal written statement documenting this decision and include copies of pertinent certifications.*