

My Course Policies.

1. Attendance

- Students must read the course schedule and syllabus. Note the start and end date carefully to find out if you can meet all the time and posting requirements.
- Any student having an issue with the timeframe or assignment schedule of this course must contact me at drpashley@optonline.net within 7 days of the start of the course.
- Students must log into the on-line classroom at least 3 times a week

2. Lateness

- It is **your** responsibility to check due dates and assignment schedules. All assignments must be submitted by 11:59:59 p.m. on the due date. Late assignments must be posted in the “I’m Late, I’m Late” box. ALL late assignments will lose credit and will result in the loss of seat time equivalence. Assignments submitted later than one week past the due date will not receive credit
- During this course you may be required to post a response to another student’s work as part of the credit. If you do not complete this portion of the assignment it will be reflected in the credit given for that assignment
- Late assignments will not be accepted during the last week of the course.

3. Academic Honesty

- Plagiarism is dishonest. This course has a strict policy against plagiarism. Students who submit assignments that are shown to have been copied from any source will be removed from the course
- If you are uncertain as to what may or may not be included in an assignment, or requires a citation, please visit www.plagiarism.org
- Quoting the work of others should be correctly cited in your assignments. Use the citation formats as follows:
Book/Article: Authors last name, first name. *Title*. City of Publication. Publisher.
Date Annotation if not quote.
Internet: “Name of page on site.” Name of website. URL. Annotation. Date you looked at it

4. Class Behavior

- For the length of this course we are working together and collaborating. Feedback and positive criticism is welcome to refine our work. Please conduct yourself in a professional way, and the way you would like to be treated yourself. Students are expected to follow the accepted rules of netiquette (www.onlinenetiquette.com or www.albion.com/netiquette/corerules.html)
- If you feel that you are the recipient of poor netiquette behavior, do NOT retaliate. Contact the instructor drpashley@optonline.net with your concerns.
- Students who do not comply with these guidelines will be removed from the course

5. Use of Student Work

- If you use material developed by another student in this course, you are expected to ask their permission to do so
- You must also give credit/a citation for the work of others in any paper, student worksheet, presentation, power point file or on-line use
- The facilitator reserves the right to use student work for professional development in future courses. Any work used will be by permission only and credit will be given to the author

6. In-service credit

- Students must complete all assignments satisfactorily and have posted an adequate, positive comment/feedback on another student's assignment if required
- Participation in assigned readings, class discussions and other collaborative work is part of the course and will form part of the final credit awarded
- The portion of the course that requires posting classroom evidence should NOT include students that do not have parental permission. Alternative evidence is permitted.
- This is a 15 hour course. In-service credit hours will be recommended on the quality of assignments completed, attendance requirements, class participation and adherence to all course policy guidelines

7. Other

- Having a technical problem? Don't wait call NYIT (631)348-3317 9am-5pm M-F)
- If you have a question. Email questions to me at drpashley@optonline.net , contact me during online 'office hours', M, W, F 8-9pm or write your question in the help box on the course site. You can also try asking a classmate through the forum!
- Students must have Microsoft Office.
- Falling behind. Most students who fail to gain course credit do so because they get behind in their assignments. Please check again the start and end date carefully to find out if you can meet all the time and posting requirements. Assignments will be posted a week in advance so you can plan accordingly.
- Stuff happens – power outages, trees through the roof, family crises, accidents. If you have a short term emergency that will delay an assignment please contact me immediately: drpashley@optonline.net