

Authentic Assessment Online-Class Policies

Dear Participants,

Welcome to the Online Academy. I am looking forward to a successful and productive class.

Course Policies:

Attendance: You are expected to sign into our class at least three times each week. Please remember that you are responsible to check for new assignments and to respond to posts left by other members of our class.

Lateness: All assignments are expected to be submitted by 11:59 pm on the day that they are due. Please post late assignments in the area marked LATE ASSIGNMENTS. Late assignments will lose credit, and assignments more than one week late will not receive credit.

If you are experiencing any technical difficulties, please contact the Help Desk at 1-800-462-9041 (Monday through Friday, 9am- 5pm).

Netiquette: You are expected to respect others and their right to express themselves in our online community. You are responsible for your words and your actions. Please follow the link to review appropriate behavior:

<http://www.onlinenetiquette.com>

When commenting on the work of others, kindly follow the one positive remark followed by one negative remark rule.

Plagiarism: Participants who plagiarize will be dropped from the course. If you are citing, or would like to cite, another's work, please do so correctly: <http://www.liu.edu/CWIS/CWP/library/workshop/citmla.htm>

In-Service Credit: Participants will be recommended for a total of 15 in-service hours upon successful completion of all weeks' assignments at a satisfactory level. Unsatisfactory work, late work, or any deduction in seat time equivalency will be taken into consideration at the end of the course and could result in a recommendation for partial credit.