

Policy Statement:

Lateness: Assignments are expected to be submitted by 11:59 p.m. on the day they are due. If they are late, they must be submitted on the "Late Assignment" thread within a week. You will lose credit for late assignments, and if they are not submitted within a week of the due date, you will receive a zero for that particular assignment.

Attendance: You are expected to sign into Caucus at least three times a week to check for new assignments and communication from me and the other participants.

Obtaining full in-service credit: This is a 15 hour in-service course. Assignments have been created to accommodate that period of time. Therefore, completion of all assignments (this includes participation in class discussions and completion of required reading as well as posting assignments) to a minimum satisfactory level is required before credit can be given.

Online conduct: You are expected to conduct yourself in a professional, positive, and supportive manner. No insults towards other's thought processes or opinions are acceptable. A good word of thumb is to ask yourself how you would respond to your comment if someone were making it to you. If you have doubts regarding this subject, go to the website, onlinenetiquette.com

Participation in group work: There will be occasional collaborative assignments. Everyone is expected to do his share in a timely fashion. If not, he will be excused from the assignment and given no credit; the other members of the group will then pick up the errant person's responsibilities and be given extra time for completion of your work.

Required software: Familiarity with Microsoft Word (PC or Mac) is required. You should also know how to attach and download documents. Access to the Internet and ability to email are also a necessity. For technical problems, call 1-800-462-9041 9AM-5PM M-F

Participation: You should carefully review the course schedule, comparing it to your personal calendar for conflicts, and making sure you can satisfy all posting requirements.

"Office hours": You can email me at any time with questions, problems, etc. I respond to emails and postings usually every weekday.

Academic integrity: There is a no-tolerance policy for plagiarism. Students who plagiarize will NOT receive credit for the in-service course.