

Course Policies

1. Participants will be recommended for in-service hours based on the satisfactory completion of the outcomes of the courses. Participants who do not meet all outcomes will be recommended only for the hours reflected by their satisfactorily completed outcomes.
2. All participants must have Microsoft Office and be familiar with its use. Assignments are best completed off line using Microsoft Office, then cut and pasted into the appropriate posting.
3. All assignment postings are to be made on or before 11:59 pm on the due date. Postings made after the due date and times are to be posted in the "Late Thread".
4. Students who fall behind or who hand in assignments late may be dropped from the class. Please inform the instructor *before* the class begins of any special situations or circumstances.
5. Group participation is a requirement of the course and will be rated using a participation rubric.
6. Students will be expected to collaborate and provide positive support for their fellow classmates. Care should be taken to avoid comments that could be perceived as argumentative or inflammatory.
7. Freely ask questions about anything you want to know, do not understand, or need clarification on.
8. All work that is not original must have appropriate citations for sources of information.