

Policies, Procedures, and Course Expectations

This is a one credit in-service course offered by the OLA Academy (OLA).

In accordance with OLA guidelines,
this course will reflect 15 hours of actual class work time.

Attendance - Students are required to actively participate in the group or class chats by logging on at least 3 times per week and by posting in the thread by the due dates assigned.

Office Hours - Feel free to ask questions! I am available through virtual office hours to assist with meetings and assignments. You can email me at any time and I respond to emails and postings daily.

Lateness - All assignments are due by 11:59PM of the due date. All late assignments should be posted in the Late Thread. Late assignments will lose 25% of the seat time equivalence for every day late. Participants who continually hand in late assignments may be dropped from the course. Participants must contact the instructor via email or telephone regarding any constraints or extenuating circumstances that may arise during the course.

Academic Integrity - There is a no-tolerance policy for plagiarism. Students who plagiarize will NOT receive credit for the in-service course. All work must be the original work of the student or cited with appropriate resource information and/or a working website link.

Online Code of Conduct - All participants are required to respect others and interact in a professional manner. Students must observe appropriate Netiquette as indicated in the website link:

<http://www.albion.com/netiquette/corerules.html>

Failure to exercise appropriate online behavior may result in the student being dropped from the course.

Course Credit - This is a 15 hour in-service course. Assignments have been created to accommodate that period of time over a seven week period. Completion of all assignments includes: participation in class discussions, completion of required readings, participation in and completion of group activities, posting of appropriate constructive criticism and reflections comments, as well as, posting of completed assignments. All assignments must meet at least a satisfactory level of performance in order for course credit to be given.

Group Participation - There will be collaborative assignments. Everyone is expected to do his/her share in a timely fashion. If not, he/she 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 the work.

Technical Assistance – Technical problems should be reported immediately by:

Calling 1-631-348-3317 or emailing;

caucushelp@nyit.edu