

1. Attendance

Students are required to log on three days per week. Please be sure to check news forums and be sure you are up to date on assignments. Additionally, attendance will be monitored not only by number of log ins, but also participation in class discussions and timely completion of assignments.

2. Lateness

Assignments must be posted by 11:59pm on the day they are due. Late assignments will be penalized according to the rubric and must be posted in the Late Assignment area. Any assignment that is more than one week late will not receive credit. In the event of an emergency such as a death in the family, students must contact the instructor within 48 hours of the emergency. Technological problems are not an acceptable excuse for late assignments so please don't wait until the last minute to post your work.

3. Academic honesty

It is expected that any work the student posts has been completed by the student. In the event that the student has plagiarized or has posted work completed by someone else, they will not be recommended for inservice credit. Please include proper citations when referring to other people's work.

4. Class behavior

This course provides a forum for feedback and constructive criticism. Please expect to receive feedback from your instructor and your fellow students. At the same time, please remember to keep your comments respectful. Additionally, I encourage you to become friendly with your fellow participants, but jokes or comments of a sexual or racial nature will not be tolerated and may result in removal from the course. If you feel that you are being made to feel uncomfortable by a fellow participant, please contact the instructor immediately. For more information on proper netiquette, please refer to [onlinenetiquette.com](http://onlinenetiquette.com). Additionally, please do not dominate class discussions. We are meant to both share our ideas and listen to the ideas of our classmates.

5. The use of students work by other students and/or instructor.

At times, you will be asked to work in groups or refer to your fellow participants' work. Both the instructor and students can use student work as long as this work is properly cited.

6. Recommendation for inservice credit

Recommendation for inservice credit will be based upon successful completion of the course and the specific outcomes for each component of the course.

7. Technology

This course requires Internet access and email access. Additionally, you must be able to upload and download attachments. We will be using Moodle, so please be sure to log on to Moodle prior to the start of the course to make sure you are able to successfully log in. You must address any technical problems as soon as they arise to prevent you from falling behind in the coursework. You may receive technical support by calling 1-800-462-9041 from 9am to 5pm Monday through Friday.

These strict policies are meant to provide structure and help you get the most out of this course. I encourage you to communicate with me regarding any questions or concerns. I can't help you if I don't know you need help!