

## Course Policies for Calculus 1 Refresher

### Attendance:

1. All participants must log in at least 3 days per week and post the required number of times for each assignment.

### Lateness:

1. All assignments must be submitted by 11:59:59 p.m. of the due date.
2. Late assignments must be posted within a week of the due date and will lose 10 percentage points.
3. No assignment will be accepted that is more than one week late.
4. Late assignments must be posted in the late assignment thread.

### Academic Honesty:

1. All participants must submit original work as required.
2. When the assignment warrants research and other copied work it must be appropriately cited.
3. Any work submitted that is not cited where necessary is considered plagiarized. If plagiarism occurs, it is grounds for being dropped from the course.

### The Use of Students' Work by other Students and/or the Instructor:

1. This is a collaborative environment and it is expected that all participants will share ideas and perspectives. Students and/or the instructor are permitted to use others work as long as credit is given to the author of the work.

### Class Behavior:

1. Refer to [onlinenetiquette.com](http://onlinenetiquette.com) for appropriate online etiquette.
2. All participants will be professional, positive, and supportive to one another. In the case where a participant is insulting, rude, inappropriate, or unprofessional, he or she will be dropped from the class.
3. If you feel you are receiving insulting or inappropriate behavior from a classmate contact the instructor with your concerns immediately.

### Recommendation for Inservice Credit:

1. Inservice credit (15 hours) will be recommended if the participant
  - a. Logs on a minimum of 3 days per week
  - b. Participates weekly on all assignments-lack of participation or inappropriate participation can result in loss of credit.
  - c. 75% (C-complete) or above is achieved on all assignments

### Group Work:

1. In the event that you are assigned group work, everyone in the group is expected to do his/her share.
2. There will be an individual grade assigned to each participant and a group grade.

### Other:

1. If you have technical difficulty contact support immediately at 1-800-462-9041 from 9 a.m. to 5 p.m. Monday through Friday.
2. You must have access to the Internet and email, know how to upload, download and create attachments. Please save your work as a pdf or doc file type.
3. Please review the course schedule to make sure you can meet all of the necessities and requirements for credit.
4. Please feel free to ask any applicable questions in the thread provided.