



Class Policies



By: Joan Carrozza

- 1) Participants will be recommended for in-service hours based on the satisfactory completion of the outcomes of the course. Participants who do not meet all outcomes will only be recommended for the hours reflected by their satisfactorily completed outcomes.
- 2) Participants must have access to the internet, an active email address and access to Microsoft Office.
- 3) Assignments are due at 11:59:59 on their due-date. Please post late assignments in the Late Posting area. More than two late and/or missed assignments may result in loss of in-service or credit.
- 4) You are expected to log in at least 3 times per week. All students are expected to participate in group discussions & projects. Evaluation will be based on records of participation. Lack of participation or inappropriate participation can result in lack of credit or in-service.
- 5) All participants are expected to interact in a professional manner, with statements that would be deemed as appropriate. Failure to meet professional standards will be cause for removal from the course and loss of credit. Please be cooperative, professional and polite.
- 6) If you need any help or have confusions about the course, please email me right away.