

## Course Policies

1. Participants will be required to log in at least 3 times a week and visit the “News” section each time to check for any updates.
2. All assignments are to be posted on or before 11:59:59 pm on the date they are due. Postings made after the due date and times are to be posted in the “I’m Late, I’m Late for a Very Important Date” thread and will receive a lower grade (see grading rubric).
3. Participants who fall behind and hand in assignments late or of poor quality consistently will not be recommended for in-service credit. Inform the instructor *before* the class begins of any special situations or circumstances.
4. Communication – In order to promote a professional and supportive learning environment participants are expected to collaborate and provide *positive* support and feedback for their fellow participants. Responses must use appropriate language as inflammatory remarks are not welcome. If a participant should feel that a derogatory comment is directed towards them, please do not respond and contact the instructor immediately. All participants must visit <http://www.albion.com/netiquette/corerules.html> to read about appropriate netiquette.
5. Participants who plagiarize will not be recommended for in-service credit. Please cite your sources!
6. Use of Material – If you like the work a fellow participant has done and you’d like to borrow it please let them know and ask if it is ok for you to do so. In addition, if I would like to use your work as a sample I will ask your permission first!
7. Technical issues should be addressed immediately. Anyone experiencing technical problems should call Moodle Tech Support at 631-348-3317 or email them at [caucushelp@nyit.edu](mailto:caucushelp@nyit.edu).