

Creating Templates for Reading Comprehension – Class Policies

ATTENDANCE:

All participants will be required to log into this course a minimum of three times per week. Posts will be monitored and feedback will be provided promptly and often. Should you note a conflict with the course schedule and due dates (particularly if you know in advance that you will be out of town during any part of the course), please contact the instructor via email or phone to explain circumstances and arrange to complete the work you will have missed.

LATENESS:

All assignments are to be turned in by 11:59:59 PM on required due date provided. Any late assignments will need to be posted to the “late” thread and will receive a deduction in assessment, resulting in the loss of partial/all seat time equivalency. Work may be submitted up to one week late for weeks 1-5 of this course. No late work will be accepted during the last week of the course as administrative duties prevent this. Again, I urge you to review the entire course’s due dates and deadlines to try to avoid missing one, especially in the last week.

Should you experience technical problems that may prohibit your ability to meet a deadline, contact me as soon as possible via email or phone and contact the help desk for this course for further assistance (helpdesk/technical assistance at 1-800 462 9041 9AM-5 PM M-Fri).

ACADEMIC HONESTY:

All participant posts and assignments must be original unless a discussion or activity calls for the use of cited material. Should you include work, quotes, excerpts, etc, other than your own at any point during this course, please cite them accordingly.

CLASS BEHAVIOR:

Should the occasion arise where language in posts becomes critical, personal, or offensive in nature, participants are reminded that expected behavior in discussions should remain professional at all times. Healthy debate is one thing; passing personal judgments is another. The class discussion atmosphere should remain positive, helpful, and educational. Participants will be expected to use appropriate online etiquette at all times throughout this course. For additional information on “netiquette,” please refer to www.onlinenetiquette.com. Participants who do not participate in discussion in a positive manner will receive a seat time equivalency deduction.

Though everyone's insights and comments are encouraged and welcomed in discussion, please monitor your posts to allow others to participate. No one likes a "discussion hog." You certainly should participate as often as you like, just please make sure to provide ample time to fellow participants to process, reflect on, and respond to other posts. Please use your discretion when monitoring your posts.

USE OF STUDENT WORK:

One of the best parts of this particular course is the fact that participants will have the opportunity to create original materials that can be immediately put to use in the classroom. This also lends itself to the chance to share these materials with each other and to reflect on other participants' work. By the end of the course, it is my goal that each participant will walk away with **three** original templates of their own, and **three** original templates created **by every other person in the course**. Imagine the possibilities!

When posting your templates, it is implied that you give your permission to reprint the material you made and allow other professionals to use them in the classroom. Should any participant object to this policy, please contact me via email or phone.

RECOMMENDATION FOR IN-SERVICE CREDIT:

Participants will be recommended for a total of 15 in-service hours upon successful completion of all weeks' work/assignments at a satisfactory level. Unsatisfactory work, late work, or any deduction in seat time equivalency will be taken into consideration at the end of the course and could result in a recommendation for partial credit.

Victoria Rella