

Kathleen Ambrose

Policies

Contact Information

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Professor

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Prerequisite Skills/Requirements

- 1) Students should know how to use Microsoft Word (Mac or Windows)- creating, attaching, and downloading documents.
- 2) Students should be able to access the Internet and use e-mail.

Road Map

See separate document

Policies

- 1) Students must log into the Caucus online classroom at least 3 times a week.
- 2) Students must maintain professional respect and courtesy for others. Students will observe appropriate netiquette. This is an open community and all comments should be constructive. (onlinenetiquette.com)
- 3) All assignments must be submitted by 11:59:59 p.m. of the due date. Late assignments should be posted in the late assignment thread and must be submitted within one week of the due date. Repeat late assignments will lose credit.
- 4) Technical problems should be addressed immediately (call 1-800 462 9041 9AM-5 PM M-Fri)
- 5) You must review the course schedule to determine if you will be able to meet all the time and posting requirements.
- 6) Group work will have grades for both project (end result) and process (individual effort).

Recommendation for in-service credit

- 1) Participation in class discussions, completing required readings and posting completed assignments is essential to success in the course.
- 2) Completion of the course means that all assignments are completed at least a satisfactory level.
- 3) Students who plagiarize will not be recommended for in-service credit.

How long do I have to complete the course?

This depends on the course. A three-credit course is designed to run approximately 14 weeks, while a one credit course is designed to run approximately 7 weeks. Courses are designed with certain learning outcomes and this affects the length of time needed to complete a course. Nevertheless, online courses are also designed to allow as much flexibility as possible so students have a good deal of control over the length of time needed to complete any online course.

A student may receive a grade of "I" (incomplete) if the instructor feels that the circumstances justify an extension of the time required to complete the course. An "I" grade automatically becomes an "F" (failure) unless removed within the first four weeks of the next semester, including summer sessions. Please refer to the [academic calendar](#) (select the appropriate semester). Access to online materials will be denied four weeks after the end date of the course.