

Course Policies

This course is first and foremost a professional development program. Conduct suitable to professionals is expected. Messages posted to the group are to ensure collaboration amongst students. Collaboration is integral to a successful online learning community.

Policy #1: Students must observe appropriate netiquette at all times. See onlinenetiquette.com

Policy #2: All critiques of each others' work must be made with respect and regard to providing honest and constructive feedback. Online learners must be willing to accept constructive criticism graciously.

Late postings and non-participation show a lack of respect for all members of the group, as the welfare of the community of learners is largely dependent on timely completion of assignments for effective collegiality.

Policy #3: All assignments are due by 11:59:99 pm on the due date. Any late assignments must be posted in the "Whoops! This is Late" section within one week of the original due date. All late assignments will lose credit and result in a loss of seat-time equivalence.

Policy #4: When working in groups, you are all responsible for the completed assignment. All members are to treat the assignment with responsibility, and agree upon your shared contributions/duties. All group projects will contain a group evaluation (outlining joint/individual contributions), and each member will receive credit based on both the overall group assignment and their participation in the project.

Effective collaboration is based, in part, on understanding the opinions of others. Consensus takes into account all points of view.

Policy #5: Class discussions and group assignments are to be shared as equally as possible so that we can all gain from others' points of view. In a discussion, wait for at least 2 other students/one day (whichever is sooner) to respond before posting again. If you are commenting on another students' post, give one warm comment with each cool comment.

Policy #6: Each week there will be a different discussion question. You must answer the question and post *at least* one warm and one cool comment to another student's posting each week. Failure to do so will result in loss of credit for this item.

It is the learner's responsibility to judge whether or not his or her schedule will allow successful completion of the course prior to its beginning. By registering for this course, you agree to adhere to all deadlines.

Policy #7: Students must log into the Caucus online classroom at least 3 times per week, and at least once every three days. (For the purpose of this course, a week is defined as Monday through Sunday.)

Policy #8: Each student must review the course schedule to determine if all of the time and posting requirements are able to be met.

Policy #9: Technical problems should be addressed immediately (call 1-800-462-9041 between 9 AM and 5 PM Monday through Friday).

Recommendation for Inservice Credit

Recommendation for full inservice credit will be based on:

- the completion of required readings, posting of completed assignments, and participation in class discussions. These are essential to course success.
 - assignments completed at a satisfactory or better level
 - timeliness of assignment completion
-
- *Plagiarism will result in termination from the course and the loss of opportunity to receive inservice credit.*