

CREATING DIGITAL TEXTBOOKS

INSTRUCTOR: KRISTIINA A. HOLZWEISS

COURSE POLICIES

1. ATTENDANCE:

- a. Participants must log into the Caucus online classroom at least 3 days per week.
- b. You must review the course schedule to determine if you will be able to meet all the time and posting requirements.
- c. Participants must read the syllabus, roadmap, and policies to make sure that they are able to meet all the necessary requirements/deadlines. Any student having an issue with the timeframe or assignment schedule of this course must contact the instructor directly to make other arrangements. This contact must take place during the first week of the course.

2. LATENESS:

- a. It is your responsibility to check all assignments and threads to keep track of due dates.
- b. All assignments must be submitted by 11:59:59 p.m. of the due date.
- c. If an assignment is less than satisfactory, it may be resubmitted within 3 days after the due date for further consideration.
- d. All late assignments must be posted within 3 days after the due date in the Late Assignment forum.
- e. All late assignments will lose credit, and will result in the loss of seat time equivalence.
- f. You may not submit more than 3 assignments late to receive credit for this course.
- g. Assignments due the final week of the course will not be accepted late.

3. ACADEMIC HONESTY:

- a. Students who plagiarize will not be recommended for in-service credit.
- b. All work must be original, or cited accordingly.
- c. Please visit the following links for more information regarding plagiarism:
 - i. <http://support.library.ewu.edu/reference/tutorial/flash/citation.html>
 - ii. <http://www.library.ups.edu/instruct/ricig/cybercht.htm>
 - iii. <http://www.plagiarism.org/>
 - iv. http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
 - v. <http://andromeda.rutgers.edu/~ehrllich/plagiarism598.html>

4. CLASS BEHAVIOR:

- a. You are all educators who are role models for your students. You are expected to conduct yourself in a professional, positive, and supportive manner that you would expect in your own classroom.

- b. Insults are unacceptable. Do not make any comments to another participant that you would not welcome. Do not post any comments that you would be embarrassed to make in person.
- c. If you feel that you are the recipient of unprofessional behavior, do not retaliate. Contact the instructor with your concerns.
- d. Please visit the following links for more information regarding online etiquette:
 - i. <http://www.kent.edu/dl/Technology/Etiquette.cfm>
 - ii. <http://www.albion.com/netiquette/>
 - iii. <http://www.accd.edu/sac/history/keller/accdit/SSOetq.htm>
 - iv. <http://arc.academyart.edu/online/etiquette.asp>
 - v. http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf

5. THE USE OF PARTICIPANTS' WORK BY OTHER PARTICIPANTS AND/OR YOURSELF:

- a. By taking this class, you agree to submit your work to other participants for their constructive criticism.
- b. Ask participants for their permission before you use any of their work.

6. YOUR RECOMMENDATION FOR INSERVICE CREDIT:

- a. This is a 15-hour course. Completion of course includes successful completion of assignments with fewer than 3 late submissions, and appropriate and complete discussion postings.

7. SUPPORT:

- a. Any technical problem(s) should be addressed to NYIT (1-800-462-9041). Hours: 9a.m.-5p.m. Monday through Friday.
- b. You may contact me at lieberrian@yahoo.com for specific questions regarding this course.