

Policies - Chiarello

- Participants are expected to log in at least three days per week and participate in discussions as assigned.
- All assignments must be completed and submitted by 11:59pm of the due date to receive full credit. Assignments posted within three days of the due date will receive partial credit, and may affect seat-time equivalent credit. If, however, you have unforeseen circumstances that will prevent you from completing an assignment on time, please notify me via email. Assignments that require interaction with other students in the class must be completed on time in order to earn full seat-time equivalent credit.
- Plagiarism will not be tolerated. Assignments that are plagiarized in full or part will not be accepted and will not receive recommendation for in-service credit.
- All participants are expected to engage in constructive, professional collegial dialog. This course offers opportunities to critique each other's work. Such critiques will address specifics, and not be general in nature. Participants will also observe appropriate netiquette. (onlinenetiquette.com)
- Required software
MS Paint and Adobe PhotoShop Elements
- Office Hours
I will be online daily, unless there are extenuating circumstances. Issues of a personal nature should be handled via email.
- In order to receive full in-service credit for this course you must:
 - Submit completed assignments that satisfactorily meet criteria as indicated in rubrics and models provided
 - Participate in discussions
 - Hand in all assignments on or before due dates
 - Comply with all policies