

*Policies Document*  
Effective Paraeducator  
Instructor Mary Galac

1. All assignments are due by 11:59:59 on the due date. Late assignments are to be posted in the Late Posting area. Late and missed assignments may result in loss of in-service or credit unless special arrangements are made with instructor when there are extenuating circumstances
2. To complete the course you will need Microsoft Office and be familiar with its use. Assignments are best completed typed into Microsoft then pasting into appropriate posting or attaching the document.
3. You will be expected to log in 3 times per week. Group participation is a requirement of the course and will be graded using a participation rubric.
4. This is a collaborative classroom environment. All participants are expected to share their own ideas and perspectives and consider the ideas and perspectives of others. Please be cooperative, professional, and polite.
5. Participants will be recommended for the inservice hours based on the satisfactory completion of the course. Participants who do not meet all outcomes will only be recommended for the hours reflected by their satisfactory completed outcomes.