

## **Class Policies**

### **Policies**

#### *Attendance & Behavior:*

- 1) Learners must log into the online classroom at least 3 times a week.
- 2) Learners must observe appropriate netiquette to ensure a community filled with constructive dialog pertaining to the course content. Review the following link ([onlinenetiquette.com](http://onlinenetiquette.com)). Be sure to include “cool” feedback when warranted but only if you are accompanying that with “warm” feedback, or positive comment.

#### *Lateness:*

- 1) 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 (“Molasses in February”) and must be submitted within one week of the due date. ALL late assignments will lose credit and will result in the loss of seat time equivalence. In the case of technical problems, contact this instructor immediately and contact the helpdesk. (Call helpdesk/technical assistance at 1-800 462 9041 9AM-5 PM M-Fri)
- 2) You must review the course schedule to determine if you will be able to meet all the time and posting requirements. Print and save all course requirements for your records.

#### *Academic Honesty:*

- 1) All posts and assignments must be the learners’ own thoughts unless other works are cited and included in the post.

### **Recommendation for in-service credit**

Participants will be recommended for a total of 15 in-service hours upon successful completion of all weeks’ work/assignments at a satisfactory level. Unsatisfactory work, late work, or any deduction in seat time equivalency will be taken into consideration at the end of the course and could result in a recommendation for partial credit.

- 1) Participation in class discussions, completing required readings and posting completed assignments is essential to learners’ success in the course.
- 2) All learners in the class are expected to post constructive criticism and to comply with normally accepted behaviors. Discussions must always maintain a professional tone.
- 3) Completion of the course means that all assignments are completed at least a satisfactory level and the learner participated in all discussions.
- 4) Learners who plagiarize will not be recommended for in-service credit.