

Effective Writing Instruction: Course Policies

Attendance: Students are required to log into the class a minimum of three times per week. All students during this course will be monitored and feedback will be provided regularly by the instructor. Students should make note of the time frame in which this course will run and address any conflicts with the instructor as soon as they become apparent so that arrangements can be made to allow early submission of work. Participants should read through the syllabus and these policies carefully to make sure that they will be able to meet all the necessary requirements and deadlines.

Assignments: All assignments must be submitted by 11:59:59 pm on the due date to potentially receive full credit. All assignments will be assessed according to the rubrics provided. Late assignments should be posted in the late assignment thread and must be submitted within one week of the due date to receive any credit at all. If an assignment is less than satisfactory, it may be resubmitted within one week of the due date for further consideration. Assignments due the final week of the course will not be accepted late. All submitted work should be original and/or cited. Plagiarism is a serious offense and will not be tolerated.

Class Participation: Students are expected to post constructive criticism, participate in class discussions and participate in collaborative assignments during this course. During collaborative assignments, everyone is expected to do her share in a timely fashion. If not, he will be excused from the assignment and receive no credit.

Online Conduct: Participants are expected at all times to behave professionally and must always use appropriate “netiquette.” Critiquing must always be constructive and the receivers of constructive criticism should accept it graciously. For more information on “netiquette” please see <http://onlineetiquette.com> (Stan Silverman).

Technical Requirements: Familiarity with and use of Microsoft Word is essential. Participants should also be capable of attaching and downloading documents. All documents should be created in Microsoft Word unless otherwise noted by the instructor.

Technical Problems: Students should call 800 462 9041 or email technical services Caucushelp.nyit.edu immediately in the event of any technical issues that occur during the course of this online class.

Outcomes: Once the conceptual material is absorbed, participants will be expected to produce 14 lesson plans along with assessments for use in their own classroom which are aligned with the New York State Learning Standards.

In-Service Hours: Students will receive a recommendation of 15 in-service credits hours upon completing this course at a satisfactory level. Partial in-service credit may be recommended proportionate with the individual participant's outcomes for this course. Rubrics are provided for each assignment.

Contact: Participants may e-mail me at any time with questions, issues, etc. I respond to e-mails and posting on a regular basis.