

## Policies for Online Course

- **Computer access:** Participants must have computer access with Internet capabilities. They must be knowledgeable with email, attachments, and other common computer programs and tasks.
- **Attendance:** Participants must log on to the course and respond to the assignments, the instructor, and other participants a minimum of three times a week.
- **Lateness:** Participants must successfully complete all the required assignments in order to receive In-Service credit. Assignments are due by 11:59:59PM of the due date or are considered late. Late assignments will receive a deduction in rubric score and three or more late assignments, the participant will not be recommended for credit.
- **Assignments:** Assignments should be of professional quality and be of acceptable standards. They must meet the minimum requirements as outlined in the course syllabus. Assignments must be the participant's own work and all sources must be cited.
- **Discussions:** Participants are expected to take part in group discussions in a professional manner. Only constructive criticism is acceptable in this forum.
- Once these policies have been read, go to "I HAVE READ IT" and introduce yourself to the class.