

Instructor: Karen Buechner
Engaging Students in Critical Thinking Through Writing

COURSE POLICIES

1. **Attendance:** Students are required to log into the class a minimum of three days a week. Students will be monitored for progress and will receive consistent feedback from the instructor.

*It is expected that students are responsible for being active during the course dates. Review the course schedule to check time and posting requirements.

2. **Assignments:** All assignments must be submitted by 11:59:59 pm on the due date. Late assignments should be posted in the late assignment thread and must be submitted within one week of the due date; however, late work will lose credit. Students will be permitted to resubmit assignments that have received a less than satisfactory grade, but this may only be done twice during the course. You email the instructor to discuss the revisions to be made prior to resubmission. 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. Please read “Mini-Lecture on Plagiarism” by Patricia A. Dunn (with permission, found in resources.)

3. **Online Conduct:** Professional etiquette is a key requirement of this course. Students are expected to constructively and respectfully respond to peers at all times. (For more information please see <http://onlinenetiquette.com> – Stan Silverman)

4. All assignments require students to respond to at least one peer. Failure to do so will result in a reduced grade. To receive full credit, responses must be relevant and constructive in nature.

5. Technical problems may be addressed by calling 1-800-462-9041 and must be addressed in a timely fashion.

Recommendation for in-service credit

Students will:

1. complete all the assignments as prescribed by class rubrics on time.
2. demonstrate consistent and thoughtful participation in class discussions and group assignments.
3. respond constructively to another student’s posting for each assignment.
4. demonstrate understanding of course concepts and design lesson plans that reflect their knowledge.

