

# *Course Policies*

To find out whether you are able to complete the course successfully you must first review the course schedule to determine if you will be able to meet all the time and posting requirements before beginning the class. No special exemptions will be made for students who cannot fulfill the weekly requirements, as this is an integral part of the class.

## *Class Participation:*

- Students are required to log into the Moodle online classroom at least 3 days per week.
- You are required to post your response to the assignments AND at least one response to another student's work for each assignment.
- All postings made by participants will be monitored by the instructor.
- In order for this course to be successful and a learning experience for all students, active participation is mandatory. It is your responsibility to respond to other participants during the course.

## *Lateness:*

- All assignments must be submitted by 11:59:59 p.m. of the due date. If an assignment must be submitted late it must be posted in the late thread and must be submitted within one week of the due date. ALL late assignments will lose credit as indicated on the rubric for assessment. If a participant continually hands in late assignments they may be dropped from the course.

## *Online Behavior:*

- Students must follow proper netiquette. This is an open community and all comments should be constructive. Please review at the following website [onlinenetiquette.com](http://onlinenetiquette.com)
- During this course feedback and constructive criticism is required by all participants. It is expected that all discussions be conducted in a professional manner.

### *Technical Issues:*

- Any technical problems that occur should be addressed immediately by calling 1-800 462 9041 (9AM-5 PM, M-F)

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

- Active participation in class discussions, completing the requirements for all assignments and posting completed assignments in a timely manner is crucial in order to complete the course successfully.
- All participants enrolled in the course are required to post constructive criticism and to comply with normally accepted behaviors.
- It is required that all assignments be completed to the satisfaction of the instructor and have responded to a minimum of one other student's work in order to be considered for course credit.
- Students who plagiarize will not be recommended for in-service credit.