

Patricia Quinn  
OLA Online Course – Food For Thought  
**Policies**

**Policy 1:** All students will always use appropriate netiquette. Go to [onlinenetiquette.com](http://onlinenetiquette.com) to review (thanks Stan for site)

**Policy 2:** All comments should be constructive

**Policy 3:** All assignments are due at 11:59 p.m. of the due date. Late assignments should be posted on the late assignment thread within one week of due date. Late assignments = lost points.

**Policy 4:** Students must log into the course at least three days a week.

**Policy 5:** Participation in discussions/assignments is mandatory in order to build community

**Policy 6:** Review the course schedule to determine if you can meet all due dates for assignments and postings

**Policy 7:** Technical problems should be addressed immediately (call 1-800-462-9041 9-5 Monday to Friday)

**Policy 8:** Plagiarism is not acceptable. Make sure all sources are accurately cited.

**Recommendation for Inservice Credit:**

In order to receive full inservice credit for this course you must:

- Post completed assignments, participate in discussions
- Use the rubrics and examples provided in order to hand in assignments that are complete
- Hand in all assignments on or before due dates
- Cite all sources