

1. Lateness:

All assignments must be submitted by 11:59pm of the due date.

Late assignments will lose seat time equivalence.

Assignments posted past the due date must be posted in the "I'm Blue, I'm Overdue" Forum.

2. Academic Honesty:

Plagiarism is not acceptable under any circumstances. All work must be original or have the source referenced.

Any participant who plagiarizes will not be recommended for credit.

3. Attendance:

Attendance is established by participation in the course. You are required to log onto the course a minimum of three days per week. This activity includes viewing postings and posting assignments, posting questions, posting comments or responding to other participants' assignments, and the posting of questions or comments to other participants.

Failure to login at least three days per week without prior notification of the instructor may result in removal from the course at the discretion of the instructor.

4. Class Behavior:

Be professional in all online postings. Disruptive behavior will not be tolerated. Dialogue between participants is encouraged and sometimes required. When posting responses to others, participants will be respectful and will not use offensive or hostile language.

Participants who are in violation of this code of conduct will be receive a warning directly from the instructor via email (a response will be required) .

If misconduct continues after the receiving this warning the participant may be immediately removed from the course at the discretion of the instructor.

5. The use of students work by other students and/or your self:

Unauthorized use of course content is prohibited.

6. Recommendation for inservice credit

Recommendation for inservice credit will be made by the instructor at the end of the course and will be assessed by the outcomes of the course, including course participation, and the completion of all activities and timeliness of all assignments.