

William Floyd Teacher Center/Online Academy:

Integrating Google Apps into ELA

Kathleen Pantaleo, Instructor

Course Policies

Code of Conduct:

Participants in the William Floyd Teacher Center online environment will follow the same code of conduct that face-to-face participants will follow. Namely:

1. This is a professional development course; please conduct yourself in a professional manner. Limit your postings to addressing the assignments given. The instructor monitors these boards.
2. This course is a 15-hour course, which equals 900 minutes in a face-to-face course. Online courses, though still 15 hours, will require much more “work” as there is no “seat time”. Your “seat time” can be on your couch, during your prep, after you put the kids to bed, or before school (basically whenever you get the chance). So much of this course is collaborating, so allow enough time to complete assignments and reactions/reflections to other postings. Sign in statistics are tracked by this system.
3. Oh, and have fun!

Assignments & Grading:

This is a one-credit (15hr) course, which will run for six weeks.

1. In order to receive full credit for the course, you must complete all of the assignments and actively participate in discussions. Participants will be recommended for in-service hours based on the successful completion of all of the required elements of the course. Participants who do not meet all requirements will not be recommended for credit.
2. All assignments must be completed and submitted by 11:59:00pm on the due date to receive full credit. Please consult “The Times Guide” for a rubric of how late/incomplete assignments will be handled and accepted. WFTC courses are not “graded,” but because it is difficult to assess work completed, you can see how your progress is “stacking up”.

Academic Honesty

The Internet world is a “copy and paste and call your own” world. However, therein lies plagiarism. All work submitted must be your own work. You may, however, research, and “borrow” information, provided you document where said work comes from. Proper documentation formats are out there on the “InterWeb”...find them and use them!

Brass Tacks:

The nuts and bolts of the online environment, and this course, for that matter....

1. I will never use your work without your permission. If I need to use your work as an example, I promise to ask your permission first. I would also ask that you do the same for your classmates’ work. If you like something they are doing, tell them, and ask if it is okay if you “borrow” their idea. In turn, as conscientious teachers, why re-invent the wheel? Share share share!
2. Proper “Netiquette” should be used when communicating in the forums. Some examples include: “case” of text, Internet safety concerns regarding the use of personal information, keep all comments on a “professional” level (do unto others as you would like them to do unto you), communicate clearly and with proper grammar and spelling, etc.
3. Feel free to ask questions! You may email questions directly, post in the “I’ve fallen and can’t get up” forum, call x1311, or stop into the HS Upstairs Tech Office. As this is the first time around, we are all learning, but I am sure we’ll all be pros at the end of 7 weeks.