

Using Google Tools for Collaboration, Enrichment and Differentiation of Instruction

Instructor: Dorit Eilon

Course Policies

Attendance:

Students must log into the Caucus online classroom a minimum of three times every week. Students should make note of the dates this course will be running and address any conflicts with the instructor as soon as they become apparent. Please remember, I trust that you will log in a minimum of three times a week. However, it is possible for the system to report if you had logged in.

Lateness:

All assignments must be submitted by 11:59:59 p.m. of the due date. Late assignments should be posted in the late assignment thread and must be submitted within one week of the due date. ALL late assignments will lose credit and will result in the loss of seat time equivalence. In case of an emergency, the student or a family member should contact the instructor immediately via the email provided in the course introduction.

Academic honesty:

All submitted work must be original and/or cited. Online citation should include working link to that website. Plagiarism is a serious offense and will not be tolerated. Any work submitted that is deemed plagiarized will be regarded as unacceptable and immediate grounds to receiving a failing grade for the assignment. The student will receive 1 warning. If there is a reoccurrence, the student's access to the course will be suspended and student will be asked to drop the class.

Class participation:

Students are expected to post constructive criticism, comment regarding assignments, and participate in collaborative assignments during the course of this class.

Class online behavior:

Students must use polite and appropriate online dialog when communicating with others in the class. Observation of appropriate course netiquette is a standard for all participants. www.onlinenetiquette.com

Recommendation for in-service credit

- 1) Participation in class discussions, participation in class forums, reading postings and completion of all "hands-on" assignments is essential to success in the course.
- 2) All participants in the class are expected to post constructive criticism and to comply with normally accepted behaviors.
- 3). Successful completion of the course, means that all assignments have been completed at a "satisfactory" level as stated in the course rubric thus, earning the recommendation for in-service credit.
- 4). In-service hours recommended will be directly associated with outcomes of the course.

Technical issues:

Technical problems should be reported immediately (call 631-348-3317 or Email: caucushelp@nyit.edu).