

Course Policies

Attendance

Participants are required to log into the class a minimum of three times each week. This should NOT be all on the same day. All participants should pay attention to the end date of this course, and, address any conflicts via private e-mail as soon as they become apparent so that arrangements can be made. Participants should read through the syllabus carefully to make sure that they will be able to meet all the necessary requirements and deadlines.

Submission of Assignments

All assignments should be submitted to the appropriate forum by 11:59:59 pm on the due date to potentially receive full credit. All assignments will be assessed according to the rubrics provided. Late assignments should be posted in the late assignment thread. Please note that late submission negatively affects your grade and possibly receiving credit for this course. Please note that assignments can receive a comment of 'RE' which requires that you re-read expectations for the assignment, and, re-post within 24 hours. This privilege will only be extended twice for the course. It is imperative that you check in after submitting assignments to view your grades.

All submitted work MUST be original. Citation is required for research based postings.

Plagiarism is a serious offense and will not be tolerated.

Class Participation

Students are expected to post respond to other participants with original ideas which enhance or promote further discussion and participate in group assignments during this course. Everyone is expected to do their share in a timely fashion for group assignments. If not, that person may be excused from the assignment and receive no credit.

Online Conduct

Participants are expected at all times to behave professionally and must always use appropriate “netiquette.” Critiquing must always be constructive and the receivers of constructive criticism should accept it graciously.

For more information on “netiquette” please see <http://onlineetiquette.com> (Stan Silverman).

Postings made are for the benefit of those taking this class. All submitted work may not be used by any other without permission to borrow or share.

Technical Requirements/Problems

All should be proficient in Microsoft Word. Participants will also be required to use search engines to do independent research.

Students should call 800 462 9041 or email technical services

Caucushelp.nyit.edu immediately in the event of any technical issues that occur during the course of this online class.

In-Service Hours

Students will receive a recommendation of 15 in-service credits hours upon satisfactory completion of this course.

Contact

Participants may e-mail me at any time with personal questions, issues, etc.