



Improving Student Performance with Self-Esteem Raising Techniques

Instructor: Gayle Smith

Policies

1. **Attendance** is evidenced through active participation in the course documented through journal and log entries. Review the course schedule to determine if you can meet all due dates for assignments and postings. Notify the instructor before the class begins of any necessary absences or special circumstances to make alternate arrangements. Notify the instructor as soon as possible in the case of an emergency that impacts course attendance and participation.

2. **Lateness.** All assignments must be submitted by 11:59:59 of the due date. Late assignments, journals or logs need to be posted within one week and all assignments must be posted to receive credit. Late assignments will lose points as per the evaluation rubric.

3. **Participation.** A variety of viewpoints are welcome when they contribute new ideas and/or cause participants to consider possible solutions to complex problems. Therefore, all participants in the class are expected to use and/or post constructive thought and to comply with normally accepted behaviors. Please visit <http://www.kent.edu/dl/Technology/Etiquette.cfm> to learn about proper online behavior for this course.

4. **Academic Honesty.** All work submitted must be original in nature and not plagiarized. Any work submitted that is deemed plagiarized will be regarded as unacceptable and immediate grounds for loss of points from the assignment.

5. **Course Work.** In order to participate in this course you will need to be able to use Microsoft Word, PowerPoint; open and send email, attachments and downloads. Test and identify all technical aspects of Moodle at the on set of the course. All students will be required to view and printout articles and visit websites, and/or view other student postings for assignments given. Journal and log entries are private, other forums and postings are shared. The activities, assessments and evaluations posted as requirements of this course will be used for informational purposes in receiving course credit. Methods may be shared and comments on the application of methods will be done by colleagues and the instructor.

6. In-service Credit Recommendations will be given upon satisfactory completion of all assignment details: creating class resources, giving evidence of teacher/student activity and relationship interactions, making all journal, log and forum entries. The final point value to receive course credit is **22**.

Assignment	Points per assignment	Estimated Time
1	2	30 mins.
2	3	1 hr. 30 mins.
3	2	1 hr. 30 mins.
4	2	1 hr. 30 mins.
5	4	2 hrs. 30 mins.
6	5	4 hrs. class work 1 hr. on line
7	3	1 hr. 30 mins.
8	1	1 hr.
Options		
Late -2	Late assignments will lose points.	
Extra credit +2	Extra credit assignments will add points.	

7. Support. Please identify and download all aspects of assignments before starting. Use the “help desk” to post any concerns or questions about your coursework or feel free to contact me via email mentor07@optonline.net or phone at 914-527-3615. **Remember to allow enough time before the due date for a timely response.**

IMPORTANT. Indicate that you have read and agreed to these policies by posting a message regarding your ability to follow the policies to the “news forum” area. Should you have any questions, this would be a good time to ask them. You must submit a policy post before your course work will be considered for credit.