

# **POLICIES**

## **In-service**

- ◆ Participants will be recommended for in-service hours based on the satisfactory completion of the outcomes of the courses. Participants who do not meet all outcomes will only be recommended for the hours reflected by their satisfactorily completed outcomes

## **Technology**

- ◆ Participants must have access to Microsoft Office.
- ◆ Participants must have access to a microphone & speakers (can be easily purchased for \$5-10).

## **Assignments, Expectations & Instructor Feedback**

- ◆ Assignments are due at 11:59:59 on their due-date. Please post late assignments in the Late Posting area. Late and/or missed assignments may result in loss of in-service or credit.
- ◆ Some activities will involve synchronous chat with small groups. This can be done using chat features. Groups who are unable to find common times to meet may contact the instructor for alternatives.
- ◆ Grades & feedback will be given within 3 days of the assignment's due date (due to management purposes).
- ◆ You are expected to log in at least 3 days per week. All students are expected to participate in group discussions & projects. Evaluation will be based on records of participation. Lack of participation or inappropriate participation can result in lack of credit or in-service.

## **Professionalism**

- ◆ All work will be conducted at a professional level. There will be no inflammatory remarks. Criticisms should be constructive.
- ◆ This is a collaborative environment. All participants are expected to share their own ideas and perspectives and consider the ideas and perspectives of others. Please be cooperative, professional and polite.