



Policy For Earning One Inservice Credit

In order to be recommended for one inservice credit for completing this course the following requirements must be successfully fulfilled:

1. Assignments - all assignments must be completed by the ending date of this course and done according to the specifications outlined in each assignment. This includes resubmitting all work needing elaboration or revision. Each assignment has a rubric stating the expectations for the work. All posted work must meet the criteria for "Outstanding Work" or "Nice Work" according to the rubric for the assignment. For work to be considered on time it must be submitted by 11:59:59 of the due date for the assignment. All work MUST be spell and grammar checked prior to posting.
2. Participation - your participation online, indicated by the data, is expected to be a minimum of three days per week. You are expected to participate in all class discussions and to read and comment on postings made by your colleagues and the instructor.
3. Attachments – all assignments requiring an attachment must be done in MS Word unless otherwise stated. All attachments MUST be spell and grammar checked prior to submission.
4. Office Hours* – office hours are optional and available for your benefit. If you need help, have questions, or need further explanations this is the place. There will be office hours during Weeks 1, 3, and 5 on Thursday from 8:30pm to 9:30pm. *In order to participate in the office hours you will need a headset and microphone. Java must also be installed on your computer.
5. Illuminate* – there will be office hours and optional lessons conducted on the Internet using the Illuminate program. (Instructions will be given during the first week of the course). *In order to participate in these sessions you will need a headset and microphone. Java must also be installed on your computer.