

The Art of Effective Internet Searching & Website Evaluation

Course Policies

1. **Attendance:** students must log into the class a minimum of three times every week. All student activity during this course will be monitored. 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.
2. **Assignments:** students are expected to post an assignment and/or response at least once per week. All assignments will be graded according to this course class grading policy. All assignments must be submitted by 11:59 pm on the date they are due to avoid losing points. All submitted work should be original and/or cited. Plagiarism is a serious offense and will not be tolerated.
3. **Class Participation:** students are expected to post constructive criticism, comment regarding assignments, and participate in collaborative assignments during the course of this class.
4. **Netiquette:** students must use polite and appropriate online dialog when communicating with others in the class. Some examples include: “case” of text, internet safety concerns regarding the use of personal information, keep all comments on a “professional” level (do unto others as you would like them to do unto you), communicate clearly and with proper grammar and spelling, etc.
5. **Technical Problems:** students should contact their instructor immediately in the event of any technical issues that occur during the course of this online class.
6. **In-service Hours:** students will receive a recommendation for 15 in-service credit hours upon completion of this course at a satisfactory level. A partial amount of in-service credit may be recommended directly associated with an individual participant’s outcomes of this course.