

Investigating Mathematics: Using Math Key Ideas in Lesson Development The Rules/Policy Document

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1. Participants will be recommended for in-service hours based on the satisfactory completion of the outcomes of the course. Participants who do not meet all the outcomes will be recommended for the hours based on the satisfactorily completed outcomes.
2. You must be familiar with Microsoft Office and know how to use it successfully.
3. All assignments are due by 11:59 PM on the date assigned. Late assignments will be posted in the Late Thread.
4. Participants who are late with their assignments or do not complete their assignments will be withdrawn from the course. Please inform the instructor if there are any unusual circumstances.
5. Group participation is a requirement of the course and you will be expected to collaborate and offer support to one another. Participation is an important element of the course and will be rated using a participation rubric.
6. When you don't understand or when something is not clear please ask questions.
7. You must have appropriate citations for your work if it is not original.
8. You are expected to log on at least three times a week to check for added information or assignments.

Please post a message in the Forum labeled **Policies** indicating that you have read and understand the rules of the course.