

# Language and Literacy in the Early Education Classroom Policies

## Participation:

- ✚ Participants will be expected to sign on at least 3 times per week, post assignments by due date, and post at least 2 responses per week.
- ✚ Proper online etiquette is to be followed at all times. For online etiquette assistance visit <http://www.onlinenetiquette.com/>. Negative and unprofessional feedback and criticisms will result in a loss of seat time.
- ✚ Off topic discussions must be posted in the "Cyber Cafe" thread.
- ✚ Participants must have access to Microsoft word and e-mail.
- ✚ Participants must be knowledgeable in attaching and downloading documents.

## Lateness:

- ✚ All assignments are due by 11:59:59 PM.
- ✚ Late assignments are to be posted in the "Better Late than Never" thread.
- ✚ Late assignments will result in a loss of seat time equivalence (refer to grading policy).

## Academic Honesty:

- ✚ Participants are to produce original work.
- ✚ It is expected that all work will be your own creation. When necessary, make sure citations are included when referencing outside materials.

## Recommendation for In-Service:

- ✚ This is a 15-hour course. Completion of course includes all assignments posted in timely manner, all discussion posts are complete, and all work is of acceptable quality.
- ✚ As we are all professionals, it is important that we maintain a professional decorum at all times. Heated arguments, personal attacks, and destructive criticisms will not be tolerated.
- ✚ Participants who plagiarize will not be recommended for in-service credit.

Technical Assistance:

✚ For any technical help you can call (800) 462-9041 Mon-Fri 9:00 am to 5:00 pm or email [www.caucushelp.nyit.edu](http://www.caucushelp.nyit.edu).

**Grading Policy:**

<b>GRADE EQUIVALENT</b>	<b>POINTS ALLOTTED</b>	<b>WHAT IT MEANS</b>
S+	694-700: Full Credit Will Be Recommended (15 Credits)	Exemplary Work
S	630-693: Full Credit Will Be Recommended (15 Credits)	Meets Expectations
S-	560-629: Partial Credit Will Be Recommended (10 Credits)	Satisfactory- Missing Few Elements
INC.	595 and Below: Partial Credit (5 Credits)	Incomplete

Each assignment will be worth a total of 100 points each with a maximum of 700 points total throughout the course. In order to receive full credit, participant should earn 630 + points.