

The 4 Literacies for Classrooms of Today and Tomorrow Policies

1. Each student is required to actively participate in the group or class chats at least 3 times per week and post in the thread by the due dates assigned. Each member is expected to do their share of the assignment in a quality manner.
2. Each student is required to follow assignments and post by the due dates assigned. Late assignments will be penalized.
3. There will be 3 required synchronous meetings within the first 3 weeks using the Elluminate program. The instructor will also be available through virtual office hours 3 times a week during the first 3 weeks to assist with these meetings and assignments.
4. All work submitted must be original in nature and not plagiarized. Any work submitted that is deemed plagiarized will be regarded as unacceptable and immediate grounds to receiving a failing grade for the assignment. The student will receive 1 warning. If there is a re-occurrence, the student's access to the course will be suspended and student will be asked to drop the class.
5. All students will be required to view, printout articles and websites, and/or view other student postings for assignments given. Be advised that the instructor has the capability to see if students are actively viewing articles/websites/postings.
6. Any discrepancy in a grade received must be emailed to instructor directly with supporting details defending the request for a grade change. This should not be posted on the class discussion board. Each request will be handled in a professional manner.
7. The use profanity will not be tolerated on any of the discussion boards. Direct insults to other students in the class will not be tolerated as well. The student will be contacted directly by the instructor and be given one warning. If there are any further instances, the student's access to the course will be suspended and student will be asked to drop the class.
8. If there are any extenuating circumstances which prevent a student from completing assignments on time, the student must contact the instructor directly either via email or phone.
9. Outcome assessment of assignments will be based on the rubrics provided for each activity.

10. Recommendation for full in-service credit will occur when all assignments are received and meet criteria based on the individual rubrics attached to each assignment.