

CLASS POLICIES

- 1) Participants will be recommended for inservice hours based on the satisfactory completion of the outcomes of the course. Participants who do not meet all outcomes will only be recommended for the hours reflected by their satisfactorily completed outcomes.
- 2) Participants must have access to Microsoft Office. Completing assignments in Microsoft Office and attaching them to a document is an efficient way to submit responses.
- 3) All assignments are due by 11:59:59 on the due date. Late assignments are to be posted in the “Disagreeably Late” thread. Late or missed assignments may result in the loss of inservice credit. The instructor must be contacted if any extenuating circumstances exist that will prevent submitting work on its due date.
- 4) Each participant is expected to log in at least three times per week. Group participation is a requirement of this class. Participation will be rated using a participation rubric.
- 5) An online class may be intimidating for participants. Thus it is important to establish a cooperative and supportive environment. Please offer positive feedback to classmates, maintain professionalism and be polite.
- 6) Please contact the instructor with questions or concerns. Questions may be posted in the “Help Me” thread.