

OLA – MarcoPolo Field Trainer Training Part I

Class Policies

Policies

- 1) Students must log into the Caucus online classroom at least 3 times a week.
- 2) Students must observe appropriate netiquette. This is an open community and all comments should be constructive. (onlinenetiquette.com)
- 3) All assignments must be submitted by 11:59:59 p.m. of the due date. Late assignments should be posted in the late assignment thread and must be submitted within one week of the due date. ALL late assignments will lose credit and will result in the loss of seat time equivalence.
- 4) Technical problems should be addressed immediately (call 1-800 462 9041 9AM-5 PM M-Fri)
- 5) You must review the course schedule to determine if you will be able to meet all the time and posting requirements.

Recommendation for in-service credit

- 1) Participation in class discussions, completing required readings and posting completed assignments is essential to success in the course.
- 2) All participants in the class are expected to post constructive criticism and to comply with normally accepted behaviors.
- 3) Completion of the course means that all assignments are completed at least a satisfactory level.
- 4) Students who plagiarize will not be recommended for in-service credit.
- 5) Inservice hours recommended will be directly associated with outcomes of the course.