

Model the Masters
Instructor: Jane Powel

Course Policies: Designed to Promote Successful and Enjoyable Learning for All!

I. Attendance :

- Students must log on *at least 3 days per week*.
- Students are expected to complete all assignments and post replies to other students where indicated.
- If a student cannot attend all classes throughout the 6 week duration of the course; they should postpone taking the class until their schedule permits full participation. We need each person's input.
- If an *unforeseen situation* arises during the course which impacts student's ability to attend class, student must contact instructor immediately to assess course of action.

II. Assessment:

- A Four- point scale paragraph writing rubric will be used to assess all writing assignments.
- A participation rubric will be used to assess participation in group assignments.
- An assessment system (see appendix) posts percentages assigned to quality of work produced.

Making up Credit Time:

- When partial credit or no credit is received, the activity may be improved and re-submitted within 2 days of grade posting to gain additional credit.
- This can be completed throughout the term of the course.
- *This policy is designed to communicate this instructor's respect for individual learning styles, to encourage self-reflection, and to support a desire for excellence in all one does.*

III. Lateness:

- Assignments should be submitted by 11:59:59 p.m. on the due date. Late assignments must be posted in the dreaded LATE thread.
- **Late assignments will be dropped one numeral lower on the rubric.**
- **Note:** *Each student is allowed one free pass on lateness to be used at any time before the start of the 6th week. This policy acknowledges this*

instructor's understanding of the unpredictable nature of life, as well as the fact that some very gifted students are procrastinators!

IV. Academic Honesty

- Students are expected to distinguish between their own thoughts and words and those of others. Everyone benefits from knowing what is original and whose research is cited. While this course investigates the paradoxical power of copying to foster creativity, that does not include plagiarism! Violators will receive zero credit for their submission.
- *If you are unsure how to correctly cite work, please visit <http://www.liu.edu/CWIS/CWP/library/workshop/citmla.htm>*

V. Class Behavior:

- Although some of our “Masters” were not paragons of courtesy; each of you is expected to be professional, constructive, and sensitive to the feelings of others in the course. Creativity can take a long time to foster, but it can be extinguished in a moment by one careless remark. Reread all writings before you post.
- Please visit the following links for more information regarding online etiquette:
 - . <http://www.kent.edu/dl/Technology/Etiquette.cfm>
 - . <http://www.albion.com/netiquette/>
 - . <http://www.accd.edu/sac/history/keller/accdit/SSOetq.htm>
 - . <http://arc.academyart.edu/online/etiquette.asp>
 - . http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf

VI. Use of student work by others and/or yourself:

This course is collaborative and online. Anything you submit is written and therefore automatically copyrighted.

- This instructor intends to use outstanding work submitted by course participants as exemplars for future students. (Of course credit will be given to the author of the work) Imagine the body of work we can accumulate over time for the teaching community.
- Students who would like to use the work of fellow students may do so as long as the author is named.

VII. Recommendation for inservice credit:

- A student who has satisfactorily completed all assignments (achieving a 3-4 on the rubrics)
- and actively participated throughout the course (logged in 3 days per week **and** responded meaningfully to required number of peers)
- will be recommended for inservice credit.
- A student who violates the academic honesty policy will not be recommended for credit.

VIII. Support

- Please feel free to contact me directly with any concerns or questions about your coursework via my email address. Jane@omnilearncorp.com
- In case of technical problems with Moodle, please call 1-800-462-9041. Technical support is available Monday through Friday, 9:00-5:00.