

Policies and Credit/Award Criteria

Interactivity and Collaboration are important elements of successful participation in this class:

In order to earn in-service credit for this course the following requirements **MUST BE MET!**

Course Requirements:

1. Students must log on and participate a minimum of 3 times a week during the 6-week course.
2. Participation includes working on group projects, participating in a class discussion, and posting completed assignments. Participation in asynchronous and synchronous exchanges, online discussions and other course activities is essential to a successful training experience. **There will be two synchronous sessions using the Elluminate program. A weblink will be provided.**
3. Assignments will be posted a week in advance (as much as possible) to allow students ample time to complete all assignments. Assignment must be posted by 11:59:59 on the due date to receive full consideration.
4. Assignments will be reviewed using the course rubric. It is suggested that you print out a copy of the rubric so you can refer to it as you work on your assignments.
5. A score of "Acceptable" on the rubric for an assignment will be considered successful completion of that assignment. Students not reaching the "Acceptable" level may rework their assignment to reach an acceptable level as often as needed.
6. Successful completion of the course, means that all assignments have been completed at an "Acceptable" level as stated in the course rubric thus, earning the recommendation for in-service credit.
7. Observation of appropriate course netiquette is a standard for all participants.
8. Technical problems should be addressed immediately.
9. Learning to navigate in Caucus is a foundation activity for all students.
10. Keeping up with course announcements, posted assignments, and discussion boards is critical for success.

Groups:

1. Communicate regularly with the other members of your group.
2. Complete the tasks associated with your assigned role in a timely fashion.
3. If you have a problem with a group assignment or activity, notify the other members of your group immediately.

Discussion Boards & Chats:

1. Try to maintain threads by using the reply button on the item you are responding to (not the last item in the thread). Preview your posting before submitting.
2. Be patient and read others' comments thoroughly before posting your reply.
3. Be positive, inquisitive and reflective in your responses.
4. Be respectful of other people's ideas.
5. Do not make insulting or inflammatory comments

The following link will give an overview of netiquette.

<http://www.albion.com/netiquette/corerules.html>