

CLASS POLICIES:

1. Participants will be recommended for inservice hours based on the satisfactory completion of the outcomes of the courses. Participants who do not meet all outcomes will only be recommended for the hours reflected by their satisfactorily completed outcomes.
2. All students must have Microsoft Office
3. All assignments are due by 11:59:59pm on the day due. Late assignments are to be posted in Late Posting area. Numerous late assignments may result in loss of credit unless special arrangements are made with the instructor when there are extenuating circumstances. Missed assignments will result in loss of credit.
4. You will be expected to log in 3 times per week. All students are expected to participate in group projects. Evaluation will be based on records of participation. Lack of participation or inappropriate participation can result in lack of credit.
5. This is a collaborative classroom environment. All participants are expected to share their own ideas and perspectives and consider the ideas and perspectives of others. Please be cooperative, professional and polite. Please do not post inflammatory comments. Criticisms should be constructive. If you feel a constructive criticism is off base, feel free to question the sender for clarification. If you disagree with comments the sender has made, remember, the best thing about advice is that you don't have to take it!
6. If you are unclear about the directions to any assignment or requirement, please inquire further. We are all here to help!
7. Be sure to carefully read the entire syllabus, roadmap, and all policies. In week one assignment you will see that you need to post that you have read it.