



Class Policies:

All participants in an online course have additional requirements to meet compared to the ordinary classroom in - service course. The following policies **MUST BE MET**. Confirmation that you have read the following policies and agree with them is essential before proceeding further. Also confirm that you have read the syllabus and road map as well. If at any time you are unclear about the directions to any assignment or requirement, quickly post your question in Questions Are Sometimes Helpful forum or send an e-mail to truleedi@yahoo.com.

All Participants Must:

- 1 Adhere to the rules of netiquette. Refer to <http://www.albion.com/netiquette/corerules.html>
- 2 Log in at least 3 days per week.
- 3 Complete and submit assignments before 11:59:59 PM on the due date to receive full credit. A 10% penalty of the assessed objective value will be incurred for late assignments. Missing assignments of more than a week will receive no credit for that objective and will lose the recommendation for the equivalent number of in-service hours.
- 4 Assignments will be posted weekly to allow for a reasonable time to respond.
- 5 Technical problems are to be addressed immediately. Contact (800-462-9041; NYIT)
- 6 Be familiar with Microsoft Office and have access to a microphone/audio head set.
- 7 Demonstrate that you are willing to collaborate with fellow participants in a friendly and polite manner. Keep in mind that our objective is to assist one another achieve success.
- 8 To receive recommendation for in service credit participants must reach a “satisfactory” level of participation with other members of the class.
- 9 Complete and/or amend all assignments in a professional manner to receive recommendation for in service credit. Refer to the assessment schedule throughout the course.
- 10 Document accurately the source and author of works used in your responses.