

## Policies for *A Simpler and More Effective Way to Teach Writing*

Please read through the syllabus and these policies carefully to make sure that they will be able to meet all the necessary requirements and deadlines.

**Attendance:** You are expected to log onto the course at least three times per week. Please address technical problems the instant you become aware of them (call 1-800 462 9041 9AM-5 PM M-Fri).

**On-line behavior:** Please use proper netiquette. Only professional conduct is appropriate in postings and responses. Disagreement with classmates or me is fine; unprofessional conduct while disagreeing is not. No personal attacks, inflammatory comments, or other unprofessional behavior will not be tolerated. If you are the receiving end of unprofessional behavior, please let me know -- and although you may be tempted, please do not retaliate accordingly.

**Deadlines:** This is a course about how to leverage the techniques of professional writers in the classroom. Meeting the deadline is a primary responsibility of all professional writers.

- All assignments must be submitted by 11:59:59 p.m. on the date they are due.
- 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 receive a 20% deduction (on top of any other deduction due to weaknesses in work) in seat time earned.
- Anything posted later than one week will receive no credit.

Please make note of the time frame in which this course will run and address any conflicts with me as soon as they become apparent so that arrangements can be made to allow you to submit assignments early.

**Collaboration and Constructive Criticism:** Your success in this course will be a function of both the work you submit and the effectiveness of the feedback you provide to others. Therefore, explicit with your participation in this course is your agreement that others may view your work and give constructive criticism on your work.

**Re-submission of assignments:** If an assignment is less than satisfactory, it may be resubmitted within one week of the due date for further consideration. Assignments due the final week of the course will not be accepted late.

**Plagiarism:** All submitted work should be original and/or cited. Plagiarism is a serious offense and a single incidence will disqualify a participant from earning in-service credit.

**Group Work:** Infrequently, you will be asked to work with a small group on an assignment. Everyone is expected to do his/her share in a timely fashion. If there is a problem, please contact me by email and I will do my best to get things back on track. Group assignments are not eligible for resubmission.

**Language and Clarity:** This is a class about how to improve student writing. Accordingly, I ask that you take the time to make sure that the answers you post are simple and direct. Please avoid using jargon if you can: the answers you submit will be clearer.

**Recommendation for In-Service Credit:**

- Participation in class discussions, completing required readings and posting completed assignments is essential to success in the course.
- All participants are expected to post constructive criticism that reflects their understanding of the topic concept. The more specific and detailed your comments are, the more success you will have in the course.
- Anyone asked to leave the course because of plagiarism; inappropriate behavior or too many late assignments will not be eligible for in-service credit.
- In-service hours recommended will be directly associated with outcomes of the course. For more information, please see the attached handout: *How do I Know How I am Doing?*

**????** Please ask questions! You may email questions directly or post in the “I’ve fallen and can’t get up” forum – I prefer the latter, because it will give other participants a chance to weigh in, and sharing ideas is a big part of this course.