

## **Class Policies:**

1. **Due Dates** - Participants must read through the syllabus, roadmap and policies to make sure that they are able to meet all the necessary requirements and deadlines. It is your responsibility to check the forums and to keep track of due dates and assignments.

2. **Lateness** - All assignments must appear posted in the appropriate part of the Forum by 11:59pm of the date they are due. Sometimes technology can falter, causing a slight delay in the posting process. For this reason it is suggested that you do not wait until the last few minutes to post. Technical problems should be addressed immediately (call 1-800 462 9041 9AM-5 PM M-Fri). The time displayed and recorded by the Moodle website is considered the official clock of the course.

Late assignments should be posted in the late assignment thread and will lose 10% of their grade per day of lateness. More than three (3) days lateness will result in the loss of seat time equivalence.

3. **Attendance & Participation** - Participants must log in at least once per assignment due date and complete all assignments in a timely fashion. Vacations and changes in personal schedule are not accepted excuses for not logging in or completing assignments. You must review the course schedule to determine if you will be able to meet all the time and posting requirements, before committing to the course.

3. **Academic honesty** - There is zero tolerance of Plagiarism. All use of other's work must be cited properly, giving credit to the original authors.

4. **Class behavior** - Participants in this course share the same goals of completing the course, learning something useful and obtaining in-service credit. Personal attacks, inflammatory comments, or other unprofessional behavior will not be tolerated. If you are the recipient of unprofessional behavior, do not retaliate accordingly, but instead, contact the instructor. A good guide to good behavior on the internet can be found at <http://www.onlinenetiquette.com>

5. **Sharing and Collaboration** - This course is collaborative in nature. You will share work with your "classmates", the other participants. While everyone owns copyright of their own written material, all participants in this course agree to give permission to other participants to use their lesson plans or elements of lessons in their own professional work. However, students may not reproduce, publish or take credit for other

participants' work, in violation of their intellectual property rights.

**6. In-service credit** - Inservice hours recommended will be directly associated with outcomes of the course. Assignments + Policies = inservice credit recommendation.

Participants will be recommended for inservice credit under the following conditions:

a) Assignments are completed satisfactorily within the minimum required time

and

b) The participant has adhered to all course policies.