

Teaching Reading and Writing to Students who have Difficulty Attending and Processing Information.

Instructor: Christine Rizzo

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Policies

Online Conduct: Participants are expected at all times to act professionally and you must at all times use appropriate netiquette. For more information on netiquette please see: “onlinenetiquette.com” (Stan Silverman)

Throughout the course, positive feedback and constructive feedback is required. As such, appropriate conduct is expected.

Lateness

All assignments must be submitted by 11:59 p.m. of the assigned due date, in order to have a chance for full credit. All late assignments should be posted in the “I’m late Thread”. A late assignment will lose seat time credit and if this is a persistent problem, you will be encouraged to drop the course.

Participation

All participants are expected to sign in at least three days per week. It is your responsibility to check all assignments and threads to keep track of due dates, etc... You will be expected to contribute often throughout the course on various assignments. Postings will be monitored and feedback will be given by the instructor.

*Participants must read through the syllabus, roadmap and policies to make sure that they are able to meet all the necessary requirements/deadlines.

Instructor Feedback:

I will respond to an assignment within a day after it is posted. **Keep in mind that due dates are just that. After the due date, no more entries will be allowed. The assignment will be frozen.

You are always welcome to e-mail me with any questions you might have that pertain to the course.

For talk that is unrelated to the course (if you’d like) then you need to go to “Tea Time”.

Required Software:

Microsoft Office and e-mail are required.

Road Map Document

See separate document

Prerequisite Skills/Requirements

Participants need to know how to download, attach and create documents in Microsoft Office/Word.

Participants need to be able to access the internet and use e-mail.

Recommendation for in-service credit

All assignments must be in on time and done in a satisfactory manner.
Participants must log in and post at least three times per week and always be professional.

Support/Help

Any technical problem(s) should be addressed at (1-800-462-9041) Hours: 9a.m.-5p.m.
Monday through Friday