

## Cardo Course Policies

This course is first and foremost a professional development program. Conduct suitable for professionals is expected. Messages posted to the group are to ensure collaboration among students. Any inflammatory, biased or discriminatory messages can result in expulsion from the program.

Policy #1: Students must observe appropriate netiquette at all times. See [www.onlinenetiquette.com](http://www.onlinenetiquette.com)

Policy #2: All critiques of each others' work must be made with respect and regard to providing honest and constructive feedback. Online learners must be willing to accept constructive criticism graciously.

### **Participation:**

It is the learner's responsibility to judge whether or not his or her schedule will allow successful completion of the course prior to its beginning. By registering for this course, you agree to adhere to all deadlines.

Policy #3: Students must log into the Caucus online classroom at least 3 times per week, and at least once every three days. (For the purpose of this course, a week is defined as Monday through Sunday.)

Policy #4: Each student must review the course schedule to determine if all of the time and posting requirements are able to be met.

### **Assignments:**

Late postings and non-participation show a lack of respect for all members of the group, as the welfare of the community of learners is largely dependent on timely completion of assignments for effective collegiality.

Policy #5: All assignments are due by 11:59:99pm on the due date. Any late assignments must be posted to the "I'm Late" thread within 7 days of the original due date. *All* late assignments will lose credit and result in a loss of seat-time equivalence. Any student who completes more than 5 assignments late will not be recommended for in-service credit.

Policy #6: When working in groups, you are all responsible for the completed assignment. All members are to treat the assignment with responsibility, and agree upon your shared contributions/duties. All group projects will contain a group evaluation (outlining joint/individual contributions), and each member will receive credit based on A) the overall group assignment and B) their participation in the project.

### **Class Discussions:**

Effective collaboration is based, in part, on understanding the opinions of others. Consensus takes into account all points of view.

Policy #7: Class discussions and group assignments are to be shared as equally as possible so that we can all gain from others' points of view. In a discussion, wait for at least 2 other students/one day (whichever is sooner) to respond before posting again. If you are commenting on another students' post, give one warm comment with each cool comment.

### **Academic Integrity:**

Policy #8: Plagiarism will result in termination from the course and the loss of opportunity to receive in-service credit.

Policy #9 The work produced and posted in the course is that of the participant. Other students may only use the work of the instructor or other participants if they have secured permission from those individuals.

**Help and Support:**

Policy #10: Technical problems should be addressed immediately (call 1-800-462-9041 between 9 AM and 5 PM Monday through Friday).

Policy #11: Course-specific questions can be posted to the “Help Me!” thread. You can expect a response to questions and comments within two days, unless otherwise notified. Any personal comments or questions can be directed to me at:

[patcardo@aol.com](mailto:patcardo@aol.com)

**Technical Requirements:**

You will need to be able to open/create documents in Microsoft Word, have an available email account, and access to Internet Explorer. To hear/view class exercises, you will also need Real Audio, Quicktime, or Media Player.

**Recommendation for In-service credit:**

Students will receive recommendation for full in-service credit if:

- ◆ All assignments and discussions are completed by the assigned due date
- ◆ All assignments and discussions are at a satisfactory level or higher
- ◆ Student abides by all course policies