

Class policies

1. Students are expected to sign on at least three times a week and review all items.
2. On the due date all assignments must be submitted by 11:59:59 p.m. if an assignment is late it will receive a lower mark. (See grading rubric)
3. All responses must use appropriate language and ideas. If deemed otherwise the student will be blocked from the item and receive no credit for the assignment. If there is a second occurrence the student will fail the course. All students must read the following for appropriate netiquette.
<http://www.albion.com/netiquette/corerules.html>
4. Group work will have two marks. One will be for the group effort. And the second for the individual. The grade will be determined by the work submitted in the discussion item and the assignment item.
5. Participation is weighed heavily in this course. Appropriate responses to items and to other students answers are expected.
6. Completion of the course means that all assignments are completed at least at a satisfactory level.
7. Students who plagiarize will not be recommended for in-service credit.
8. Inservice hours recommended will be directly associated with outcomes of the course.
9. Technical problems should be addressed immediately (call 1-800 462 9041 9AM-5 PM M-Fri)