

Online Learning Network Policies

Taking online courses is unlike other experiences you have had with in-service courses. It is essential that before you commit to taking this course you understand the policies:

- 1) All students must fully participate through the entire course. If you plan on being on vacation you should sign up at a time when you can devote the full time.
- 2) Responses online are your way of demonstrating participation. Responses should be fully thought out and developed in order to be fully counted.
- 3) The course assignments are due on the posted dates and late assignments will lose credit or will not be counted.
- 4) Any documents attached must be created in Microsoft Word unless otherwise noted by the facilitator.
- 5) All participants must log on at least three times each week.

The Online Learning Network understands that online education provides convenience and access but that it also requires more work than many traditional in-service courses.

Some other items that you should keep in mind are the following:

- 1) All participants must adhere to the rules of netiquette
 - http://www.nassauboces.org/cit/vls/lectora/participant/attributes_netiquette.html
- 2) All participants must submit work that is complete according to the course's rubric.
- 3) If you have any technical problems, please email or call immediately.

If you agree to this set of policies please confirm by posting a message in the: / *Have Read It!* forum.

If you do not confirm this policy statement your work will not be counted.