

Teens & Technology Course Policies

In order to be recommended for in-service credit, the following criteria must be met.

Attendance, Participation, and Online Conduct

- Participants are expected to log into the course, read updated information and postings, and participate as required at least 3 times a week.
- Participation in class discussions and activities is an important component of any learning experience, and online learning is no different in this respect. It is expected that all postings will be respectful and constructive. Participants are expected to observe appropriate netiquette. For a useful overview of netiquette conventions, please visit <http://albion.com/netiquette/corerules.html>.
- Participants are expected to submit original work. When referencing or incorporating the work of others, appropriate citations must be included. Plagiarism of another's writing or thought will not be tolerated and will result in immediate expulsion from the course.
- Participants need to know how to download, attach, and create documents using Microsoft Office Word/Excel. Participants must have consistent access to the Internet and use of email. Technical problems should be addressed immediately.

Assignments

- Assignments will be posted a week in advance to allow students sufficient time to complete all work.
- To receive full consideration, all assignments must be posted no later than 11:59:59 PM on the due date.
- Late assignments must be posted in the "I'm late for a very important date!" section within two calendar days of the original due date. Late assignments within this period will receive partial credit. Late assignments received more than two days late will not be accepted. Late assignments will result in the partial loss of in-service credit.

Evaluation and Course Recommendations

- Participation in class discussions, completing the reading and exploration assignments, and posting completed assignments is required for successful completion of this course.
- Participants are expected to post constructive comments on other students' work in a professional manner.
- Assignments will be reviewed using a rubric matched to the course outcomes.
- Successful completion of the course indicates that all assignments have been completed at the satisfactory level or above and that the participant posted to all discussions. Successful completion will result in a recommendation for a total of 15 in-service hours.
- Unsatisfactory work and late work will result in a deduction in seat-time equivalency and a recommendation for partial in-service credit.