

Course Policies for Teaching “The Big Five” in Literacy

Attendance:

- *You are expected to log in three days per week.
- *The system tracks sign-in statistics.
- *The instructor monitors all posts.
- *Proper online “netiquette” should be followed at all times. For online etiquette assistance visit <http://www.onlineetiquette.com/>

Lateness:

- *Assignments which are posted to the forum past 11:59 p.m. on the day they are due to receive full credit.

Academic Honesty:

- *All work submitted must be authentic, however you may “borrow” information as long as you are sure to say where this information came from.

Class Behavior:

- *Disagreeing with classmates or the instructor is allowed.
- *Personal attacks and disparaging criticism will not be tolerated.
- *Remember that everything you post is for all to view and express their opinion.

Recommendation for In-service Credit:

- *This is a 15-hour course.
- *Participants must complete all assignments and be active participants in discussion to receive full credit for the course.
- *Recommendation for in-service hours will be based on the successful completion of the required essentials of the course.
- *Participants who do not meet all requirements will not be recommended for credit.

*Participants who plagiarize will not be recommended for in-service credit.

Grading Policy:

- C+ -work is complete and excellent, (goes beyond expectations)
 -Responses to classmates are extremely thought-provoking and show an understanding of content
- C -work is complete and good, (meets expectations)
 -Response to classmates is satisfactory
- C- -work is not complete and/or shows minimal effort
 -response to classmates shows a lack of understanding without asking for clarification
- NS work is not submitted

*Late assignments will lose 10% immediately

*Late work handed in within one week of the due date will be accepted at the teacher's discretion.

*Late work handed in later than one week past the due date will not be accepted.

Other:

*Conduct yourself in a professional manner.

*If you have technical difficulty contact support immediately at 1-800-462-9041 from 9 a.m. to 5 p.m. Monday through Friday.

*Please review the course syllabus to make sure you can meet all of the necessities and requirements for credit.

*Please post course-related questions in the, "I've fallen and can't get up" forum.

*Enjoy the course...be reflective...come in with the goal that you will leave with at least one new idea or strategy that will make you a better teacher and your students better learners.