

Active Literacy across the Curriculum

Instructor: Lisa Watson

Contact Information: lwatson@elmsd.org (914) 592-3999

Policies

Online Conduct:

Participants are expected at all times to act professionally and you at all times use appropriate netiquette. Throughout the course, positive and constructive feedback is required. Appropriate conduct is expected at all times.

Lateness:

All assignments must be submitted by 11:59 p.m. of the assigned due date, in order to have a chance for full credit. All late assignments should be posted in the "I'm late Thread". A late assignment will lose seat time credit and if this is a persistent problem, The person will be encouraged to drop the course.

Participation:

All participants are expected to sign in at least three days per week. It is your responsibility to check all assignments and threads to keep track of due dates, etc... You will be expected to answer assignments and comment on your colleagues' assignments. Postings will be monitored and feedback will be given by the instructor. *Participants must read through the syllabus and policies to make sure that they are able to meet all the necessary requirements/deadlines before they sign up for this course.

Instructor Feedback:

I will respond to an assignment within a few days after it is posted. After the due date, no more entries will be allowed. The assignment will be frozen.

You are always welcome to e-mail me with any questions/concerns you might have that pertain to the course at the above link.

Required Software:

Microsoft Office and e-mail are required.

Prerequisite Skills/Requirements:

Participants need to know how to download, attach and create documents in Microsoft Word. Participants need to be able to access the internet and use e-mail.

Recommendation for in-service credit:

All assignments must be in on time, posted in the correct location, and done in a satisfactory manner. If an assignment is unsatisfactory, specific feedback will be given and a 1 week window will be allotted to resubmit the assignment. Participants must log in and post at least three times per week in a constructive manner. Stars and Wishes is the term I like to use. Credit is not given, but earned in this course.

Support/Help:

Any technical problem(s) should be addressed to NYIT (1-800-462-9041)

Hours: 9a.m.-5p.m. Monday through Friday