

## **Policies for Using a Vacation Planning Unit to Integrate Across the Curriculum**

1. All assignments must be submitted by 11:59 p.m. on the due date. Late assignments should be posted in the White Rabbit thread. All late assignments will lose time credit. Late assignments will not be accepted after one week of due date.
2. All students are required to log in three times a week in order to check for assignments, read comments or add an assignment.
3. In order to receive full in-service credit participants must participate in discussions, complete required assignments at a satisfactory level and post comments as required.
4. All posts will address the assignments given. Unsolicited opinions regarding ongoing practices and politics will not be welcome. In addition, all critiques will include one positive comment followed by one negative remark.
5. Group assignments will be graded with 2 parts: the instructor's grade + peer/group evaluation. All group members are expected to contribute equally and openly.
6. All participants must have access to Microsoft Word and Power Point.
7. Participation is based on completed assignments and logon activity.
8. All posted questions will be answered within 24 hours of posting. Please feel free to contact me directly if a quicker response is required.
9. Plagiarism will not be tolerated and will result in immediate loss of credit.