

## Student and Instructor Expectations and Procedures

### Student Expectations and Procedures:

1. Students are expected to obtain and actively use a computer account with access to the Internet and WebCT discussion site<sup>1</sup> (the University provides such accounts free to enrolled students.) Students are expected to use **anti-virus software and backup all work**. Make photocopies or electronic backups of all work submitted.
2. Completion of assigned tasks and readings prior to each class is required in order to help facilitate student learning.
3. It is expected that students will initiate, participate in and facilitate (both in class and on-line) discussions on course topics, issues and readings.
4. If you have a documented disability and wish to discuss academic accommodations please contact me as soon as possible.
5. Students missing the deadline for an assignment must make immediate arrangements with the instructor to fulfill that requirement before the next class session.
6. Please carefully edit all written assignments ( All papers must be typed. It is recommended that materials be prepared on a personal computer (e.g., Word processor). Standard Paper size (8 1/2 X 11) should be used. Papers should be double spaced with 1 1/2 inch margins at top, bottom, and sides, using font size 12 and either Times New Roman or Arial font style.) . A lack of care in proofreading or composition can negatively affect your final grade.
7. The citation style employed should be accurate, acceptable, and recognizable (MLA, Chicago (15th ed.) or APA (5th ed.) practice. The [American Psychological Association](http://www.apa.org) (APA: <http://www.apa.org>) style of citation is preferred. For quick basics, visit:
  - o Columbia University Press - [http://www.columbia.edu/cu/cup/cgos/idx\\_basic.html](http://www.columbia.edu/cu/cup/cgos/idx_basic.html)
  - o Harvard Writing Center Resources - <http://www.fas.harvard.edu/~expos/index.cgi?section=resources>
  - o Purdue's Online Writing Lab (OWL) - <http://owl.english.purdue.edu/>
  - o Rensselaer polytechnic Institute Writing Center - <http://rpi.edu/web/writingcenter/handouts.html>
  - o University of Wisconsin-Madison Writing Center - <http://www.wisc.edu/writing/>
8. The University of Maryland has developed a policy describing appropriate academic conduct. Turning in assignments that use substantial portions of the work of others without attribution is considered plagiarizing and is specifically prohibited. Please review information regarding the [Honor](#)

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<sup>1</sup> WebCT will only be used if the class determines it would be a better way to communicate and send submissions electronically. Due to the short module session and the fact the class meets face to face, the module was developed to be accessed electronically through the Internet instead of WebCT.

[Code](http://www.jpo.umd.edu/conduct/conduct.html) and other academic integrity policies at:  
<http://www.jpo.umd.edu/conduct/conduct.html>.

9. No part of any lecture or course content may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or any informational storage and retrieval system, without permission in writing from the instructor.

## **Instructor Responsibilities**

Just as we have high expectations for students, we also have high expectations for ourselves. Students should expect that the instructor for this course will:

1. Be prepared for class, read and return students' work in a timely manner, and be interested and engaged in students' work;
2. Remember that each student brings different background knowledge about both content and online experiences to this course, as well as help students develop their personal interests whenever possible;
3. Help students identify sources of additional substantive and methodological expertise, as needed;
4. Meet with students individually or in groups upon request and be available in person, by telephone, and by email to answer questions; and
5. Work hard, have fun and empower students to plan and engage in high quality discussions and experiences.
6. Email with students is not always a low threshold technology. Students sometimes feel that faculty/instructors should be available to answer questions 24/7 or whenever the student is online. This expectation of an immediate response can occasionally create a negative communication environment. Students' emails can also add significantly to faculty/instructor workload. While my past performance has indicated that I return emails promptly (sometimes to students surprise within minutes), in order to eliminate the possibility of problems due to assumptions, the following is the course minimal guideline: All emails will be answered within 24 hours of receipt except on weekends (begins after 4:00 on Friday)-which may take longer. I do however; HIGHLY recommend that you send emails whenever a question arises, while the above is only a statement of minimal expectations on my part.