

Course Policies

Grading Policy

1. All assignments are due on the date specified in the syllabus. Five points will be subtracted for each day the assignment is late. If an assignment is later than one week, and prior arrangements have not been made, the assignment will not be accepted. **NOTE:** If you are overwhelmed or feeling behind, please contact me before the assignment is due to discuss options.
 - Procedures for submitting electronic assignments and/or e-mail
 - o Electronic submission of assignments is encouraged and can be sent to the instructor via:
 - Amvonet/Moodle upload/submission or e-mail (A.N.LYONS@csu.edu) as a backup.
 - For files that exceed limits for Amvonet/Moodle or e-mail, and/or that need to be shared with entire class, you must clearly label them and post them in Ashley's dropbox (<https://dropbox.kent.edu/login.cfm?id=92>). The password is anlanl.
 - o *It is the participant's responsibility to ensure the electronic or hard copy of any assignment reaches its final destination.*
 - o When submitting work electronically, the following procedures **must** be followed or the assignment will be returned and 5% will be deducted from the overall point value of the assignment:
 - The **subject line** of the e-mail **AND/OR** the **file** must include three pieces of information: (a) participant's full name, (b) date of submission, and (c) assignment name (see syllabus for assignment names)
 - The document itself must be **saved in a readable** format (i.e., do not submit Office 2007 files at this time). Convert all Office files to 2003-2007 documents, as rich text format (.rtf), as a pdf, or in the case of movies and audio files, see the instructor's drop box or other course information for directions on appropriate file extensions.
 - "Written" documents must also be page numbered and include the participant's full name on a title page or as a header to the document.
2. All participants are expected to meet graduate standards by obtaining a "B" average on all assignments. This graduate standard indicates that the work met the expectations of the instructors, was completed fully, met stated criteria, represented a strong professional effort, and was turned in on time. Students seeking an "A" will need to demonstrate *superior* performance through critical thinking, exemplary products, positive and

supportive interactions with colleagues, and sustained active participation across course activities.

3. Any assignment (EXCLUDING THOSE WHICH ARE SUBMITTED LATE) that earns **less** than an 80% may be revised and resubmitted. In order to gain additional points, participants must indicate in writing what component or activity they would like to improve and how they plan to do so. Participants will then have a full week (but no more than one week) following receipt of a grade to make revisions. Participants are encouraged to work with their peers and share their work in order to receive peer feedback prior to due dates. A grade of higher than 89% cannot be obtained on work that is revised.
4. Grading – Percentage from total points (Note this course is for licensure and students must receive a B or better or they will have to retake the course)

187-200	= A (94% - 100%)
180-186	= A- (90% - 93%)
175 - 179	= B+ (88% - 89%)
167-174	= B (84% - 87%)
159-166	= B- (80% - 83%)
155-158	= C+ (78% - 79%)
147 - 154	= C (74% - 77%)
139-153	= C- (70% - 73%)
< 139	= F/I (< 70%)

Participation Policy

Each student will be expected to participate fully in all on-line course activities and on-line class sessions. Participation is generally defined as working consistently and independently as a collaborative team member. Participation is also defined as being responsive by attending to the diverse or individual learning styles of other members and listening actively during group discussions and presentations. Lastly, participation is defined as being supportive of all other participants, the course instructor(s), and guest presenters by encouraging critical thinking and diverse ideas. Students are also expected to participate actively during all sessions. Examples of a “good” participator include but are not limited to one who:

- Supports the learning of others (e.g., shares resources, provides encouragement, affirms challenges, provides detailed responses, provides thoughtful posts).
- Works equally and respectfully to gain new knowledge (e.g., takes responsibility for finding answers, problem-solves independently, determines how and when ready to learn, follows netiquette for discussing concerns and challenges).

- Engages in critical thinking (compares and contrasts information, discusses pros and cons of various situations, considers ideas and practices that are novel, raises new questions for discussion) and embraces diverse ideas (i.e., tolerant of ideas that differ from own).

Participation during online sessions is crucial for student learning and is part of one's overall grade. Participation grades assume that the student engages in the processes necessary to eventually complete performance assessments/assignments. Therefore, the point values attached to participation activities may seem discrepant to the amount of work necessary for completion. The instructor(s) acknowledges this perception; nonetheless, students are expected to give full effort when completing participation assignments (i.e., process is highly valued and necessary for a successful product).

Participation is also evaluated in terms of the degree to which students effectively utilize technology to enhance communication, collaboration, and instructional efforts with young children and their families. The paradigms for teaching and learning are changing due to innovations in technology. One of the goals of the education program is to promote technological and information literacy of a broad and encompassing nature in the preparation of future early childhood special education professionals. To achieve this goal, technology is embedded through all courses and experiences so students gain skills and knowledge necessary to understand, control, and use technology in their own learning as well as in professional practice. Students are expected to learn how to adapt to technological change and how to deal with forces that influence their lives and potentially control their future.

Attendance Policy

This is an online asynchronous course, meaning that there are no scheduled times in which the class must meet with the instructor at the same time. That said, attendance is evaluated in terms of your active participation in discussions and activities each week. Please do not wait until the final day of the topic/unit to begin. Many discussions require your participation to keep the learning engaging and relevant for your classmates. Attendance at the F2F session to get familiar with the technology and the course is optional.

Professionalism Policy

A key competency related to being a successful scholar is ensuring that you possess the ability to reflect on your own practices, articulate a philosophy and rationale for decisions, continually self-assess and evaluate the effects of your choices and actions on others as a basis for program planning and modification and continuing professional development. To that end, students **and** faculty are expected to engage in the following behaviors over the course of the semester:

- conduct themselves in a mature, professional, and civil manner
- respect ideas presented by people of different cultures, races, genders, religions, sexual orientations, and national origins

- exercise the highest integrity in taking examinations, in collecting, analyzing, and presenting research data, and in teaching practice
- take primary responsibility to inform themselves about the specific regulations and policies governing their graduate studies at the department and Graduate School levels
- manage time effectively for maximum professional development as well as personal health and well being, balancing competing demands such as being a student, a graduate assistant, a parent, a spouse etc.
- respect faculty member's need to allocate their time and other resources in ways that are academically and personally productive
- recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's work, so that careful, well-conceived products will reflect favorably on the student, the faculty advisor, and the University
- maintain the confidentiality of the families and children, or community personnel who participate in related activities
- ensure professional development through any of the following activities:
 - participate in discipline-based activities, such as seminars and conferences
 - participate in university, departmental, or program governance as a component of professional development
 - uphold the public service mission of the university at an appropriate level

Behaviors were adapted from the University of Wisconsin's Graduate School's Guidelines for Good Practice in Graduate Education.

Copyright and Plagiarism Policy

Plagiarism: Your papers are expected to be your own original work. Plagiarism is prohibited under the CSU Student Code of Conduct and will not be tolerated. Papers will be submitted in electronic form and will be checked through Turnitin.com for possible plagiarism. If you are unsure about what might or might not constitute plagiarism, check with me before turning in your essay and/or check with the CSU Writing Center. (<http://www.csuohio.edu/writingcenter/>)

Across course assignments (e.g., research projects, applied projects, or group projects) you will be asked to review, synthesize, and reference relevant sources. In the beginning, locating the sources is the greatest challenge, but later, the difficulty comes in synthesizing and summarizing the work of others. As you begin or continue developing scholarly skills, please understand that honest learning mistakes are accepted, but deliberate cheating or fraud will not be accepted. Please do not hesitate to contact the instructor if you are not sure about how to appropriately cite the work of others or how to incorporate your review of the literature into your own products. The following is a brief description of what plagiarism is, how to avoid it.

Plagiarism includes, but is not limited to, representing the work of others as your own and not providing full and correct credit/citations for the work of others. It is important to note that copying materials from other students, authors, or the WWW, and pasting them into your work without permission or full citations, will result in the assignment not being accepted for credit.

Please visit the following websites to learn more about plagiarism and how to avoid it.

- <http://sja.ucdavis.edu/avoid.htm>
- <http://www.uky.edu/Ombud/Plagiarism.pdf> (includes tips on paraphrasing)

Resources for students on plagiarism

- <http://www.library.kent.edu/plagiarism/bibliography.html>

Site with information and resources regarding copyright laws and fair use

- <http://www.siec.k12.in.us/~west/online/copy.htm>

Ethics: Ethical professional behavior is expected from all child development students. The NAEYC Code of Ethics can be found at www.naeyc.org/about/positions/pdf/PSETH05.PDF and the NEA Code can be found at www.nea.org/aboutnea/code.html

Academic Misconduct: *The University Policy on Academic Misconduct exists to resolve problems such as plagiarism, cheating on examinations, papers completed by someone other than the registered student, theft, mutilation of library materials, etc. The Policy details procedures for resolution of matters of conflict, channels of appeal, and penalties imposed, and can be found in the Cleveland State University Student Handbook. Copies are available from the Department of Student Life, University Center, Room 102.*

Writing requirements: This course requires a variety of writing skills. If you need assistance in writing drafts, doing research, developing a thesis or critical thinking you may find the CSU Writing Center a valuable resource. In addition to tutoring services, they also maintain a library of reference books, handbooks and other resources helpful to writers. If you need (free) assistance with writing skills, contact the CSU Writing Center (<http://www.csuohio.edu/writingcenter/>).

Note: Some graduate programs may require students to maintain a portfolio. If you are in a program that requires portfolios, please note that the following course projects address Teacher Education Standards 1, 2 and 4:

Project 2: Standard 1-Personal Philosophy

Project 2: Standard 2-Social foundations

Project 3: Standard 4-Knowledge of Development and Learning

Outcome Rubrics available at <https://eportfolio.csuohio.edu>

Disability Statement: CSU aims to provide equal opportunity to all of its students. Services are available to those who might need some extra help because of a physical disability, communication impairment, or learning disability. This program is designed to address the personal and academic issues of physically handicapped students as they become oriented to campus. A full range of services, including Braille writers, sign language interpreters, and specialized test administration, is offered. Students in this program may not need developmental courses, yet they may receive assistance until they graduate. The CSU campus is significantly barrier free. Interested students should call (216) 687-2015. For inquiries, contact: Michael Zuccaro, Coordinator Persons with Disabilities at m.zuccaro@csuohio.edu.

Professions Dispositions: One important aspect of your education is the development of professional dispositions. This refers to ways of working, thinking, and interacting with others-in three areas: Professional, Work Ethic, and Communications Skills. You should be monitoring your own development beginning now and continuing throughout your teaching career. The Student List of Professional Dispositions, which you received with your acceptance into your program, is your guide (also available at <http://coehs.csuohio.edu/fieldservices>).

Registration Policy

Registration Requirement: University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule prior to the deadline indicated. Registration errors must be corrected prior to the deadline.