

### Why Standards?

Norms indicate course expectations for assignments. Knowing them increases efficiency for the learner and the instructor.

The following standards will be used throughout the course.

### Guidelines for Journal Entries and Forum Postings

Journal Entries and Forum Postings are less formal submissions and may be typed into the online text box or you may copy and paste your work from another program into the online text box. In both Journals and Forums, we do not allow the submission of MS Word documents. MS Word documents are used in Assignments and Written documents. **The JDI does not permit the submission of Journal Entries or Forum Postings via email.**

The requirements for attributing the source of your work are minimal in Journals and Forum postings and do not need to adhere to any publication standards.

Please note that most browsers will require the use of CTRL+V or Command+V to paste into an online text box.

### Guidelines for Written Assignments

Written assignments allow you to share your ideas with others. Poor writing mechanics may overshadow or nullify your ideas:

1. All written assignments must be uploaded as an MS Word file or pasted into the online submission box. **The JDI does not permit the submission of any written assignments or exams via email.** Any material submitted via email will be considered as informal, draft input and will not be graded.
2. Written assessments should be grammatically correct, punctuated correctly, and have no spelling errors.
3. Use 12-point font in any legible style. (Times New Roman or Calibri is suggested.)
4. Use 1" margins, include page numbers in your header or footer and double space your text.
5. For writing and citations, follow the style guidelines defined in:

**A Manual for Writers of Research Papers, Theses, and Dissertations** by [Kate L. Turabian](#) (Author),  
ISBN-13: 978-0226816388 ISBN-10: 0226816389  
This guide is available in paperback and eBook.

### Protocols for Chat and Video Conference Calls

JDI courses use video conference calls and may use chat sessions. Chat and Video Conference calls allow for communication with multiple people in real time. The value of these sessions can be lost if the protocols and guidelines are not followed.

Video Conference Calls:

1. Click on the video link in the course module just before the scheduled start time. If the instructor has not connected, a status message will be displayed. Please wait online until

the instructor arrives. The video conference program sends the instructor a reminder email when you connect.

2. Identify yourself when you first join the call and when the instructor calls the roll. See the Video Conference notes for managing your camera and microphone.
3. Identify yourself when you speak.
4. Avoid background noises which may not seem loud to you but make it difficult for others on the call to hear. Use the MUTE button on your screen.
5. Video calls are recorded for use by the instructor and students. You must request permission from the instructor in advance of the call if you wish to record the call.

Chat sessions:

1. Indicate you have something to say by typing //. This is a way to electronically "raise your hand".
2. Let others know you have a question by typing ??

### **Protocols for Electronic Communication**

Electronic communication, i.e., messages, Forums, assignments, journals, seem instantaneous since there is a send/post button. However, until the message is "opened" and read, it is not visible anyone else.

1. The primary means of contacting your instructor and other students is through the LMS messaging system. Begin by clicking the participant list in the navigation box and then click on the name of the person. Click "Send message" at the bottom of the profile.
2. All assignments are to be posted online in forums, assignments, and journals. No assignments are to be e-mailed. If you do not post or upload your assignment to the proper location, you will receive a zero grade on that assignment.
3. On electronically transmitted assignments, include your name and module number.
4. Be concise in your communications.
5. Avoid internet, texting and other informal communication short-hand.
6. Take time to reflect on your thoughts before you hit the send or post button.

### **Academic Assessment**

Your grade represents your Instructor's considered judgment of your achievement in this course. This grade is determined by the combined results of assignments, forum activities, projects, quizzes, and examinations. All official grades are posted in the Student Registration and Registration System. The grades posted in the LMS during a course are unofficial and provide interim feedback to students during the

course.

All assignments, forum posts, chat sessions, and conference calls provide the opportunity for your instructor to determine that you have integrated and absorbed the information from the course.

### Academic Honesty

Academic honesty is expected of all students. Academic dishonesty is both an academic and a serious formational issue.

Academic dishonesty occurs when a student cheats on an examination, project, report, or written assignment. It includes plagiarism, which occurs when a student uses another writer's words, information, or ideas without giving credit to the source of that material. In effect, the student creates a false impression that these words or ideas are his original work. Any student who is uncertain about plagiarism and standard methods of giving credit to sources of material should consult the most recent edition of the A Manual for Writers by Kate L. Turabian (see Guidelines for Written Assignments) and request help from the course instructor or the director of distance learning.

A related form of academic dishonesty would occur if a student fabricates research material, providing notes and bibliography entries for books or articles that do not exist or that the student has not consulted.

Academic dishonesty is also present when one student assists another student in cheating or plagiarism, such as providing a student with a copy of an upcoming exam or writing a paper for another student to turn in as his own work.

The consequences of academic dishonesty in a particular course may range from failure on the exams or assignment in which the dishonesty happened, to failure in the entire course, at the discretion of the course instructor(s).

A student who believes that he has been unjustly accused of academic dishonesty may appeal to the academic dean who will review the case and reach a decision on the case after interviewing both the student and the instructor(s), separately, and after reviewing all pertinent evidence.

### Grades

Official Grades are recorded in the Student Records and Registration System ( <https://dlmanage.pcj.edu> ). The grades reported in the Learning Management System are interim indicators of progress and are provided to help the students to assess their progress during the course. Instructors submit final grades directly to the JDI registrar when the course is complete. Final grades are NOT recorded in the course or the Learning Management System.

### Grading Scale

A	Superior	93-100
B+	Excellent	90-92
B	Above Average	85-89
C+	Upper Average	82-84
C	Average	77-81
D	Below Average	70-76
F	Failure	0-69

	<p>I Incomplete (must be resolved in the first three weeks of the next semester)</p> <p>P Pass (in Pass/Fail Course)</p> <p>AU Audit Student</p>
<b>Length</b>	If the length is important, it will be noted with each assignment.
<b>Audience</b>	Presume that your audience is your instructor unless noted.
<b>Content</b>	All material presented must be your own work. When you are including the work of others you must provide appropriate references to make the source of the material clear. Any work that fails to provide appropriate references will not be accepted.
<b>End-of-Course Assessment</b>	Courses will use a combination of objective and/or subjective written assessments, and/or projects or audio files to demonstrate your mastery of the course learning objectives.
<b>Final Exam: End-of-Course Assessment of Knowledge</b>	The final exam and/or final project will provide a knowledge assessment for this course. All exams will be given online, and all project materials will be uploaded in the course.