

<p>Why Standards?</p>	<p>Norms indicate course expectations for assignments. Knowing them increases efficiency for the learner and the instructor.</p> <p>The following standards will be used throughout the course.</p>
<p>Guidelines for Journal Entries and Forum Postings</p>	<p>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.</p> <p>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.</p> <p>Please note that most browsers will require the use of CTRL+V or Command+V to paste into an online text box.</p>
<p>Guidelines for Written Assignments</p>	<p>Written assignments allow you to share your ideas with others. Poor writing mechanics may overshadow or nullify your ideas:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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
<p>Academic Assessment</p>	<p>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 Information System (Populi). The grades posted in the LMS (Moodle) during a course are unofficial and provide interim feedback to students during the course.</p> <p>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.</p>

Academic Honesty	<p>Academic honesty is expected of all students. Academic dishonesty is both an academic and a serious formational issue.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>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.</p>
Content	<p>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.</p>
End-of-Course Assessment	<p>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.</p>
Final Exam: End-of-Course Assessment of Knowledge	<p>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.</p>