



CAMELOT
COLLEGE

ONLINE COURSE

POLICIES

&

PROCEDURES

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1. Internet – Etiquette Guidelines

CAMELOT COLLEGE has specified the following guidelines for participation in the threaded discussion/forum area and chat rooms. Remember that in the absence of face-to-face communication it's easy to misunderstand what is being said.

- Carefully review and read materials that you receive electronically to ensure that you fully understand the message;
- Be sure to carefully re-read and understand what you will be sending in order to ensure that you are not misunderstood by anyone;
- Avoid cluttering your messages with excessive emphasis (stars, arrows, exclamations); If you are responding to a message, either include the relevant part of the original message in your message, or make sure refer to the original's contents so as to avoid confusion;
- Be specific and clear, especially when asking questions;
- If your messages can be typed in UPPER and lower case, please use the two appropriately instead of all UPPERCASE characters. This gives the appearance of shouting and makes the message less readable;
- Remember that not all readers have English as their native language, so make allowance for possible misunderstandings and unintended discourtesies;
- Do not abuse new users of computer networks for their lack of knowledge;
- Follow the same standards of politeness as you do in any other aspect of your life.
- During Zoom class sessions, student microphones will remain on mute unless they are in the process of participating in class. Student will re-mute microphones immediately after speaking or responding to instructor or discussion to avoid class distractions from background noise.
- During online examinations, students are expected to have their camera pointed directly on their frontal profile where the instructor or proctor can see their actions at all times.

2. Standards of Academic Conduct and Student Integrity

The College expects academic honesty from students and instructors. Students have the obligation both to themselves and to the College to make the appropriate College representative aware of instances of academic deceit or dishonesty. Generally, this entails making the situation known to the instructor, and if needed, to an Administrative authority of the student's school. Likewise, faculty members are responsible for enforcing the stated academic standards of the College. Instances of violating academic standards might include, but are not necessarily limited to, the situations outlined in the following subchapters.

2.1. Cheating

Receiving or providing unapproved help in any academic task, test or treatise. Cheating includes the attempt to use or the actual use of any unauthorized information, educational material, or

learning aid in a test or assignment. Cheating includes multiple submission of any academic exercise more than once for credit without prior authorization and approval of the instructor.

2.2. Plagiarism

Presenting someone else's work as though it is your own. In an academic community the use of words, ideas, or discoveries of another person without explicit, formal acknowledgement constitutes an act of theft or plagiarism. In order to avoid the charge of plagiarism, students must engage in standard academic practices such as putting quotation marks around words that are not their own, employing the appropriate documentation or citation, and including a formal acknowledgement of the source in the proper format.

2.3. Fabrication, Obstruction, & Collusion

Fabrication – Inventing or falsifying any data, information, or records.

Obstruction – Impeding the ability of another student to perform assigned work.

Collusion – Assisting any of the above situations or performing work that another student presents as his or her own.

3. Attendance Policy for the Online Course

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Attend daily Zoom class sessions and login daily electronically using with their mobile device to record attendance.
- Log on at least three times a week – on different days in order to complete weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible.

Students attending less than 80% of class sessions will be recommended for disciplinary actions. A student must have a minimum of 70% attendance to be considered for course completion.

Make-up Hours

Make-up hours will only be considered for extenuating circumstances for students achieving less than the required 70% attendance for completion. Students may, with the approval of the instructor and school administration, substitute class activity hours for make-up attendance hours only to the extent of achieving 80% attendance. For example, a student with 67 class hours and 100 class activity hours would not be eligible for completion due to the 69.79% attendance rate. The student could, for an approved reason, substitute 10 activity hours which would bring their hours to 77 class hours (67 Class hours; 10 Make-up hours) and 90 class activity hours. The student would then be eligible for completion with an updated attendance rate of 80%.

4. Academic Testing for Students

CAMELOT COLLEGE is committed to maintaining academic integrity by making reasonable efforts to deploy technological and logistical countermeasures for anyone who may have the temptation to cheat during in an online examination environment.

For remote examinations Camelot College plans to implement a random mixture of the following strategies:

- Require you to affirm an honor pledge at the beginning of the assessment.
- Design your tests with the assumption that you will in fact have unrestricted access to the internet while completing them.
- Display questions one at a time, in random sequence, with no backtracking allowed, under a time limit.
- Draw questions randomly from question pools.
- Randomize the sequence of answers on multiple-choice questions.
- Limit the amount of time an assessment is available to students.

In addition to the above strategies, each online course is required to have a heavily weighted comprehensive final exam that will be proctored by the course instructor or an assigned staff member to ensure validity of the identity of test takers.

5. Technical Requirements

The following subchapters outline the minimum requirements related to technology that you will need to succeed in your studies at CAMELOT COLLEGE.

5.1. Access to a laptop/desktop computer

You will need access to a laptop/desktop computer with reliable internet connection to complete the work assigned in this course.

For online courses, you will be limited if you expect to complete all your work on a smart phone or tablet. It will be difficult and sometimes not be possible to submit files required for certain assignments.

5.2. Access to a reliable internet connection

This will be necessary to access email, Self-Service, and Moodle. As well as to download resources, upload assignment files, watch videos, and more within your E-Learning courses.

5.3. An up-to-date internet browser and related plugins

Supported browser versions include:

- Firefox 4+
- Internet Explorer 8+ (IE 10 required for drag and drop of files from outside the browser into Moodle)
- Safari 5+
- Google Chrome 11

It is recommended that you use Firefox as your browser when working in Moodle. You can download and install the Firefox web browser by going to the following link: <http://www.mozilla.org/en-US/firefox/new/>.

Google Chrome is another compatible browser that has the added benefit of a built-in spellcheck function. You can download and install the Chrome web browser by going to the following link: <https://support.google.com/chrome/answer/95346?hl=en>

Certain functionality in Moodle is dependent upon browser plug-ins. Be sure you have the following plugins/add-ons installed and that they are up to date:

- Java
- Adobe Flash Player
- Adobe Reader

- Apple Quicktime

5.4. Access to productivity software, such as Microsoft Office (Word, PowerPoint, Excel) or Open Office.

You will need access to word processing software such as Microsoft Word for submitting certain assignments and exams.

Various Microsoft Office software packages for students can be purchased here: <http://office.microsoft.com/en-us/university/>

Open Office is a free option that is available for you to download and install on to your computer from the web. You can download it here: <https://www.openoffice.org/download/index.html>

Alternatively, you can compose assignments using the Google Docs app available through Google Drive. This is a great free cloud-based alternative that allows you to access and compose your documents from most any device with an internet connection.

From Google docs you can easily export documents to a Word .doc or .docx file type. If you already have a Gmail or YouTube account, you can use it to access Google Docs. Learn more here: <http://www.google.com/drive/about.html>