

Code of Conduct

Commitment to ethical and professional conduct is expected of every learner in these courses. Before beginning, learners must agree to abide by these guidelines.

Netiquette

1. Learners will act in a professional, responsible, ethical and legal manner, in accordance with school policies and in compliance with state and national laws.
2. Learners will conduct himself/herself in a manner that facilitates learning in the online environment.
3. Learners' will use proper punctuation, spelling and grammar in emails, threaded discussion postings and assignments.

Copyright/Plagiarism

1. Learners may not reproduce course content without explicit written permission. Unauthorized use of course content is prohibited.
2. Learners may not represent the words, data or ideas of another as one's own.
3. Learners may not transmit, transfer, upload, post or otherwise place any material that is protected by copyright or trademark law without the express prior written permission of the copyright/trademark owner.

Online participants should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications through Lulima (Sakai) are monitored and recorded. Under no circumstances should online participants expect that messages or discussion postings that are created, modified, transmitted, received or stored on servers are private.


(Adapted from KSDL A'o Makua Handbook: http://ksdl.ksbe.edu/adult/handbook/AoMakua_Handbook_091211.pdf, NEFEC Code of Conduct: <http://www.nefec.org/dl/conduct.asp>)

Supplemental Activities

There may be opportunities for learners to attend supplementary activities that are related to the online course. All activities will be provided on a voluntary basis and may include additional learner costs.

Course Communication

To help facilitate thoughtful, reflective and meaningful posts in the virtual community, a rubric has been developed to provide examples on proper ways to use and communicate in a discussion board.

	Discussion board postings rubric.
Rating	Skills
Exemplary	Demonstrates excellence in grasping key concepts; critiques work of others; stimulates discussion; provides ample citations for support of opinions; readily offers new interpretations of discussion material. Ideas are expressed clearly, concisely; use appropriate vocabulary.
Proficient	Shows evidence of understanding most major concepts; will offer an occasional divergent viewpoint or challenge; shows some skill in support for opinions. Some signs of disorganization with expressions; transition wording may be faulty.
Partially Proficient	Has mostly shallow grasp of the material; rarely takes a stand on issues; offers inadequate levels of support. Poor language use garbles much of the message; only an occasional idea surfaces clearly; expression seems disjointed; overuse of the simple sentence and a redundancy with words and commentary; paragraphs often appear unrelated to each other. This student requires constant prompting for contributions.
Incomplete	A minimal or no posting of relevant material. Shows no significant understanding of material. Language is mostly incoherent. Does not respond readily to prompting.
Adapted from: Anderson, R. S., Bauer, J. F., & Speck, B. W. (2002). <i>Assessment strategies for the on-line class: From theory to practice</i> . San Francisco: Jossey-Bass.	

Communication with DL Course Instructors Learners are responsible for his/her own learning. If you are unable to login, access lessons and/or complete assignments, nor receiving emails, contact the instructor immediately. Communication with course instructor through e-mail is highly

recommended. If the need arises, synchronous desktop conferencing can be arranged according to the instructor's schedule.

Personal Reflection

The entire learning experience is dependent on how the learner would like to interact with the content and with others in the course. It is highly encouraged that the learner takes the time to get to know the others in the course and to reflect on the content. Reflection can be done in two ways:

- Lulima Forum (Discussion Board) – posting comments, thoughts, and additional resources relating to the topic for everyone in the course to read.
- Lulima Blogs (Journal Reflections, Debriefs)- personal reflections, thoughts, and additional relating to the topic for everyone in the course to read.

Drop Course / Withdrawal

Learners will actively participate and complete all assigned work according to the course schedule. Learners will access the course a minimum of three times per week in order to respond and participate in the discussion threads and complete assignments.

If the learner needs to drop or withdraw from the course for any reason, it is their responsibility to follow the appropriate protocol outlined by Leeward Community College and meet calendar deadlines as appropriate. Part of being a self directed learner is being responsible enough to make a drop or withdraw decision for themselves. Simply being enrolled in the course does mean you will pass the course.

By logging into your online course, you are indicating your agreement to abide by these professional rules of conduct.