**Hello Everyone,**

(You may want to print these pages out for easy future reference)

I want everyone to have a clear understanding of the expectations for this course. Important course information is listed below.

Please understand that I am here to help you succeed, to help you engage in your own learning, and enable you to be the best student possible. \*Reach for the Stars\*

I would love for each of you to e-mail and schedule a “Meet and Chat” at your convenience.

Office Hours are held throughout the week, please e-mail to schedule an appointment.

**Instructor Contact:**

[Latisha.Shipley@faculty.ashford.edu](mailto:Latisha.Shipley@faculty.ashford.edu)

858-314-0235 ext: 6024 (cell phone)

-I will answer any questions posted in the “Ask Your Instructor” forum within 48 hours. For a quick response please e-mail me.

-I will answer e-mails within 48 hours.

-All personal questions in nature such as grades, or issues you may have will ONLY be discussed via e-mail (This is for privacy protection for you).

-All phone or instant messaging appointments will be set up as needed. E-mail me with a request, with days and times that are good for you. Remember I am in Central Standard Time.

Here are ways to follow me and you will also get useful information:

[www.busyclassroom.weebly.com](http://www.busyclassroom.weebly.com)

[Visit: Tisha's Blog](http://busyclassroom.weebly.com/tishas-ideas-and-thoughts-blog-pages.html)  
 Follow me on twitter to get up-to-date information and ideas on Child Development and Early Childhood ideas!  [@tishashipley](https://twitter.com/tishashipley)  (Child Development)  
Follow my Pinterest Board for fun ideas for you classroom!  <http://www.pinterest.com/lrshipley/boards/>

<http://www.linkedin.com/pub/tisha-shipley/9a/183/7a9/>

**Late Policy:**

Discussion Forum: NO LATE DISCUSSIONS ACCEPTED. Your initial post is due by midnight on Thursday of each week. Response to peers is due by Monday at midnight of the following week.

Weekly Quiz: NO LATE QUIZES ACCEPTED

*Written Assignments (essays, journals, presentations) are due on the specified days as outlined in the course.  Written assignments will be subject to a late penalty of up to 10% per day up to three days late.  After three days, NO late work will be accepted.*

***I encourage each of you to turn your essays, journals and assignments in, on the day they are due. I try my hardest to grade your assignments as soon as they are submitted, and want to provide you with timely feedback for your future assignments. (Please ask if you have any questions).***

**Discussion Boards:**

-Please stay on top of deadlines for the discussion boards. (No late work is accepted). Discussions are due on Thursdays, and the reply to peers is due by Monday.

-Type your discussion in a word document and paste into the discussion board to avoid errors in spelling.

-Be sure to spell check, proofread your work, and be courteous to your classmates.

-Be sure to use APA citations in the discussion forums. Publication Manual of the American Psychological Association, Sixth Edition

- The discussion forum is a place for friendly, encouraging, professional interaction. Be sure to spell-check all posts, and use full sentences. Remember your classmates are an integral part of your educational experience at Ashford.

-Please be a critical thinker. Use your background, what you have learned in other classes, with your own family and children, and even resources/articles as you post your discussion. Your discussion allows you to voice what you know on a topic and lets others respond and give ideas. This is a very important part of this course.

**Other Course Expectations:**

-Please review the Netiquette and Plagiarism polices

-Keep current on your reading assignments

- I will post a video each week, an article, tip of the week, websites, and hands-on ideas that I believe are resources that will help you to grow professionally, please take time to watch, read, visit, make, or save them. Please take time to read anything else I post for you during the course, as I do this to help you collect resources for your future.

-No recycled work. All work that you turn in must be original work (Do not turn in anything that you have previously submitted in other courses).

-All work should be spell-checked and written in APP format

-I expect and challenge each student to be a critical thinker, collaborate with peers and classmates, and engage in the learning process so that you can share and take knowledge from this course and implement it into your daily experiences.

-*Have a Plan in Case-*In case your technology is not working have a backup plan. This course relies on internet access and a computer.

-Avoid Plagiarism- Remember to use your own words, and when you do choose to use someone else’s thought you must ALWAYS cite their work. (APA). This is for all assignments. You will receive an “F” for the assignment if plagiarized.

-In all of your courses you spend time on, and complete many assignments. Make sure you are compiling these assignments, information, articles, videos, and any other items into a folder (hardcopy or online) that you can use in your future classroom.

**Response Time:**

-I will answer all questions within 48 hours when posted in the “Ask Your Instructor” forum

-I will answer student e-mail within 48 hours

**Grades:**

-Weekly assignments will be graded and posted by the end of the week they are due. If you have an assignment due any day of the week, it will be graded and posted by Friday of the week it is due.

-Discussion board grades will be posted within 48 hours—after your peer response

-Final grades will be posted within 7 days after the course ends

-Students will receive an “F” letter grade if work is plagiarized

-Please review the rubrics as you complete your assignments, for a guide on what you will be graded on.

**Weekly Guidance:**

Weekly Guidance is posted for all 6 weeks. Weekly guidance is an important time for me to share my stories and ideas that I have used in my professional experience or do research on. I want you to be prepared and learn as much as you can in this class!

**WEEKLY ANNOUNCEMENTS**

Weekly announcements will be posted on Saturday prior to the beginning of the week, and give you guidance for the week ahead. In your weekly announcement there may be resources for you to look at or websites for you to visit. I want to share as much with you about your future profession as possible!

**I am looking forward to working with each one of you!**

**Dr. Shipley**

**I want you to leave this course with activities, ideas, and engaging perspectives so that you can become a leader in the position you choose. Please do not hesitate to ask me questions and to ask for help!**