

Aquinas Tutorials
Policies and Behavioral Expectations

Revised Fall 2009

1. Comport yourself as an adult. Show respect for others, refrain from profanity and vulgarity, do not refer to others by demeaning names, etc.
2. Attend regularly and arrive/leave the online classroom in a timely manner. If you do arrive late or need to leave early, do so in an unobtrusive manner.
3. Observe online safety. Do not give your first and last name, address, telephone number, or other personally identifying information to another student without both students' parental permission and knowledge.
4. Keep your attention on the tutorial. Our time together is precious, and I prepare discussion and activities for nearly every minute. Therefore, please refrain from engaging in private chats or unrelated remarks during the tutorial. At the beginning of the tutorial, please do greet the tutor and your fellow students. At the end, please do bid everyone good-bye. In between, though, your remarks should relate to the discussion. If you have a question, you may type a question mark in the chat area or click on the "raise hand" icon. If you wish to share a comment, please type an exclamation point in the chat area or, again, click on the "raise hand" icon.
5. If the tutorial lasts longer than seventy-five minutes, we take a short break at the halfway mark. During this time, students may chat with each other in a respectful way. Students may also play music that is profanity-free and vulgarity-free at a low volume. Bear in mind that most of your fellow students are in situations where others can hear what transpires in our online classroom.
6. Personal integrity must be displayed by doing your own work on all activities associated with the tutorial (papers, activities, quizzes, tests, etc.). You may not, for example, write a paper in one language and use the translate feature on your word processing program.
7. Plagiarism will not be tolerated. In classes where "writing from sources" is allowed, appropriate citation methods will be taught.
8. Preparation remains essential to your success. You should expect to spend approximately two hours outside the tutorial for each hour spent in tutorial. A student taking a three-hour tutorial will spend six hours during the week to prepare.
9. When someone goofs, show *caritas* (charity).
10. If you have trouble with the online classroom during class, you may call the toll-free telephone number shown in the classroom for assistance. Please do not call the telephone number outside of our class time.