

STUDENT EXPECTATIONS

Aquinas Writing Advantage

A. Classroom Etiquette

1. The Online Classroom

- a. Our online classroom is a real classroom and a formal setting, and good manners are expected both in the chat box and when on the microphone. You are expected to treat your fellow students as you would like to be treated, which includes kind posts and responses that do not demean, ridicule, or present a negative attitude that is detrimental to the subject we are talking about or to a person, present or absent.
- b. Treat your instructor and course monitor with respect.

2. Chat

- a. Before Class: Chatting before class starts is appropriate and encouraged. Before class, chat is a great time to get to know your classmates and make friends around the globe!
- b. During Class: Once the class has begun, all chat is to stay on topic and be addressed to the instructor. If you and another student chat together in the chat box regarding a side topic, then class will be stopped, and you'll be asked to stop the chat (in front of the class); however, the class monitor has the full permission to automatically remove you from the class (into the waiting room) for any chat that is inappropriate. Please note that the live sessions are recorded.
- c. Chat is Recorded: Everything that you write in the box will be able to be viewed in the future by the instructor and your parent(s). If inappropriate chat continues, then you'll be asked to leave the class. That said, in-class chat that is positive, on-topic, and moving ideas on what we're learning in class forward is wholeheartedly encouraged!

3. **Technical Problems:** If you have a technical problem during class, then please address the issue with the course monitor via private chat.

B. Assignments

1. Submitting assignments correctly

- a. Use Microsoft Word: All of your assignments must be submitted in Microsoft WORD documents. No other file types are accepted.
- b. Incorrect documents: If you submit an incorrect document file type (other than WORD), a blank document, an incomplete document

with missing parts of the assignment, a document in a format other than Microsoft WORD (including PDF, Pages, or any other file type), or any document that can't be opened, then your document will need to be submitted in the correct file type for points. Because the incorrect upload can be discovered after the assignment's due date, the submission is counted as a late submission. **If the document is not submitted in Word for three (3) consecutive weeks, a score of (0) will be given for the assignment's grade.**

2. Questions

- a. If you have questions or are confused about uploading assignments, we're here to help!
- b. Contact info@homeschoolconnections.com for assistance.

3. Responsibility: All students are responsible for knowing how to submit documents!

4. Deadlines

- a. Assignment deadlines are firm: Assignments are due on the date noted in the course. Please see the AWA Late Policy for more details.
- b. Exceptions for turning in a late assignment: If you have an extenuating circumstance (illness, death of a relative, etc.), if possible, then please notify the teacher **before** the deadline, to let the teacher know you need an extension. Please see the AWA Late Policy for more details.

C. Grades

1. Feedback: Your homework assignments will receive feedback and comments appropriate to the assignment to help you grow your skills in the subject.

2. Grade Records

- a. Your grades are posted in the Caravel learning management system (LMS), where you can access them. You will have access to the LIVE course and your grades for six (6) months after the course is completed.
- b. The instructor does not keep a record of your grades aside from what is posted in Caravel.

3. Tracking Course Progress: It is the parents' responsibility to track a student's progress, including making sure that assignments are turned in properly and on time.

4. Assigning Grades

- a. Parents are the ultimate authority in their homeschool and assign the final grade on the student's transcript. Every Aquinas Writing Advantage course has an "Assignment and Grade Record" PDF available as a download. Use the pages to keep track of grades.
- b. Additionally, free homeschool forms (including record-keeping forms) can be found at the Homeschool Connections website.

D. Communication (Questions, Comments, and Concerns)

1. Course Content

- a. Contacting the Instructor: All questions about course content and student performance should be directed to the instructor. Instructors will respond within 24 hours, except on Sundays, holy days, and breaks. Your instructor's email address can be found on the Caravel LMS course page. If you have trouble locating it, then please email info@homeschoolconnections.com.
- b. Timely Emails: Send your questions *sooner than later*. Send your questions *sooner than later!* Instructors most likely will not be able to answer questions about an assignment if you send the email the day before the assignment is due. Please be responsible by working on your assignments many days before the due date.

2. **Technical Problems:** Direct all technical problems to info@homeschoolconnections.com. Your instructor does not deal with technical issues.

3. Proper Emails

- a. Because this is an educational course and not Twitter, Facebook, or instant messaging, address your correspondence "**Dear Professor**" or "**Dear Mr./Mrs./Ms. [name].**"
- b. In the body of your email, use proper grammar, refrain from using slang, and sign your email with your full name.

4. Labeling Emails

- a. Full Information is Needed: When you have a question about content or an assignment, be sure to note the week and specific name of the content you're addressing. Give enough details so that both the question and the area from which it came are clear.
- b. The Subject Line: Because instructors often teach multiple courses, be sure to include the name of your course in the subject line of your email, which helps your instructor get to the content quickly and address your question in a timely way.

E. Academic Dishonesty (Cheating and Plagiarism)

1. Plagiarism Defined

- a. Detailed Definitions: Plagiarism includes, but is not limited to, taking someone else's assignment and submitting it as your own; paraphrasing the ideas of another author without giving the name and source; submitting content from the Internet, books, published/unpublished works, and/or content generated from Artificial Intelligence as your own; and providing your work to another student to be copied (supporting plagiarism). For more information, please refer to *A Guide to Academic Dishonesty: Cheating, Plagiarism, and AI for Aquinas Writing Advantage Students*, found in each course (Important Information page) and on the [AWA website](#).
- b. Theft and Lying: Plagiarism and cheating defraud the instructor of the opportunity to assess your work and ability. Cheating is an act of theft and/or lying.

2. Cheating Defined

- a. Detailed Definitions: Cheating includes, but is not limited to, using memory aids during tests or quizzes without the instructor's expressed permission; using summaries or commentaries (Spark Notes, Cliff Notes, etc.) instead of reading the required works; accessing answer keys before completing homework or taking a test or quiz; copying another student's homework; and using the computer, Internet, or any Artificial Intelligence system to create or translate an assignment.
- b. Help on Assignments: Having another person, student, friend, or family member assist with the work (beyond what has been expressed in the class as acceptable help) is also considered cheating.

3. Grading and Academic Dishonesty

- a. The first incident of academic dishonesty results in a score of zero (0) for the assignment. Your parents will be notified, and you'll be placed on academic probation.
- b. The second incident results in expulsion from the course without a refund.

F. Conclusion

1. Success: We hope that the "Student Expectations" policies will help you be successful in your academic career and beyond.

2. Questions: We are always open to your questions and suggestions, so please don't hesitate to email your instructor or Homeschool Connections if you need clarification or have concerns. We are here to help and are honored that you're here to learn with us.