

Standard Operating Procedure – Camp Lejeune Region

Academic Integrity Policy. Lesson materials will not be visible until you have completed the academic integrity agreement certification as directed on the homepage of your course site. Take this acknowledgement seriously. Blind acceptance to gain quick access to the courseware is highly ill-advised. Direct questions to your instructor.

Assignment Completion

- All evaluated events must be attempted in order to compete a course
- It is expected that all due dates and times for all course requirements will be met as scheduled or otherwise directed. Point deductions of up to 100% of participation points available for a given weekly (or weekend) seminar will be assessed following unapproved, late submission of required coursework. In the event prior coordination of an assignment extension is not possible, such as a family emergency or circumstances related to deployed operations, contact your instructor as soon as possible to discuss an extension for score
- A history of unattempted requirements or late effort, even if approved, has a negative impact on both individual and group learning and may result in disenrollment.

Remediation. Exams and essays receiving a grade less than 80 percent may be resubmitted within 10 calendar days of the original deadline (after faculty remediation). The maximum score for a resubmission is 80 percent of the original points available. In the case of failure to attain 80 percent on a second attempt, the learner will receive the higher of the two scores. Third attempts at any graded assignment are not permitted. Note that this policy does not apply to multiple choice assessments, which can be reviewed/debriefed but not retaken.

Communications. Contact your instructor as soon as you become aware of any significant period of upcoming non-availability, such as an overseas movement or short duration military exercise.

Email Address. Your email address must be current at all times. After logging in, click on your name in the upper right of the page > Profile > edit Profile. Confirm/set your email address and select "Update Profile."

Announcements and Messages. All participants shall check the Announcements page and the Messages menu (mail icon in the upper right of the course site) for unread communications at each login.

Copyright Awareness. Do not/copy/cut & paste, upload, email, or otherwise distribute professional documents, articles, journals, photos, or any other copyrighted (or potentially copyrighted) material originating from outside of the course. Official courseware may be utilized as desired within the context of the course, and all may post internet links which point directly to any appropriate internet source material.

Weekly Battle Rhythm

- Refer to the course schedule to confirm which lesson(s) will be covered for a given week, and then complete the weekly assignments per the lesson card(s) and as directed by your instructor.
- Complete your weekly multiple choice quiz if applicable. Failure to complete a pre-seminar quiz prior to making required discussion board posts (if online seminar) or arriving for in-person class (if on-site seminar) will result in the assignment of no more than 50% of the participation points available for that week. The tests/quizzes are timed. If you are locked out for any reason, notify your instructor immediately.
- Complete discussion board posts (online seminar) or attend in-person class (on-site seminar). See the participation rubric for expectations and guidance.

Grades. Grades will be updated weekly. It is your responsibility to keep track of your progress, with a good yardstick for self-evaluation being the overall minimum passing course score of 80%. Direct questions or concerns to your instructor without delay.

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Hardware/Software Requirements

- All participants must have Microsoft Word, Excel, PowerPoint, and Adobe Reader installed on their Windows or Mac operating system. All other word processing, presentation, and spreadsheet programs including but not limited to Numbers (Mac), are not fully compatible and are unacceptable for student use.
- Some course materials are incompatible with government computers and the Mac operating system, requiring participants who rely on these systems to complete course requirements on a personal Windows machine when applicable.
- Given known compatibility issues, consider Marine Corps Enterprise Network (MCEN)/NMCI unacceptable systems for the conduct of your coursework. Unless you are deployed to an austere location and have no other option, do not take any quiz or exam through an MCEN/NMCI machine.
- Direct procedural or content-related questions to your instructor, including requests for assistance after being locked out of a quiz or exam. Technical difficulties with the LMS should be directed to CDET Student Support, 0730-1700 ET Monday-Friday at (888) 435-8762 (option 3).

Moodle Resources. If you have any questions about course site navigation/usage, begin with the student tutorials provided on the sidebar of your course site and then ask your instructor for guidance.

Coordinating Instructions

- Plan ahead and anticipate your workload. The demand that this course places on your time may change considerably from week to week.
- EWSDEP courseware includes assignments which can require a significant amount of time to complete. Check the schedule and lesson cards, and plan ahead.

Reserve Officers. MarineNet grade entry will reflect course completion on Monday immediately following the last full week of the course. Reserve officers conducting a drill or otherwise temporarily activated on the day of the grade entry will not receive reserve retirement points for completion of the course. If the planned date for grade entry is acceptable, no action is required. In the event of conflict, contact the Camp Lejeune Regional Chief Instructor.

Online Seminars Only

Attendance Policy. Missing more than 4 seminar periods during a course will result in disenrollment/drop. Failure to submit required work in the online seminar during a given week is considered an absence.

Makeup. When allowed and approved, minimum makeup requirements consist of answering discussion questions in the discussion board associated with the missed lesson(s) and the posting of homework or other requirements that were due for that session. All makeup work is to be submitted no later than 10 days following the missed seminar.

For each excused absence, students will be accountable for all work to include quizzes, homework, planning products, and assessments. In the absence of prior coordination with faculty, failure to complete assignments within previously established timelines will result in zero points for work missed. Note that quizzes, when applicable, must be submitted prior to posting makeup requirement in the discussion board.

Timeline. Online seminar supports personnel deployed worldwide. All will work off of the same clock unless directed otherwise by the instructor. Note that all date/time stamps generated by our LMS are eastern time zone.

Reading of Posts. All participants shall read all post in all forums from the previous week prior to posting in a current week, and response if/when appropriate. It is not expected that conversations from previous weeks will be kept “alive” throughout the course, however we must tie off all loose ends before moving on.

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On-Site Seminars Only

Attendance Policy

Weekly Seminar. Missing more than 4 seminar periods during a course will result in disenrollment/drop.

Makeup. When allowed and approved, minimum makeup requirements consist of answering discussion questions in the discussion board associated with the missed lesson(s) and the posting of homework or other requirements that were due for that session. All makeup work is to be submitted no later than 10 days following the missed seminar.

For each excused absence, students will be accountable for all work to include quizzes, homework, planning products, and assessments. In the absence of prior coordination with faculty, failure to complete assignments within previously established timelines will result in zero points for work missed. Note that quizzes, when applicable, must be submitted prior to posting makeup requirement in the discussion board.

If at any time you have questions or concerns regarding the execution of the course, contact your instructor as soon as practical to assess, resolve, and continue. That said, my door is always open, so please feel free to contact me as well.

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