



## ONLINE SESSION - PLUS

Justin Loh-Instructor  
Phone: 530-245-2663  
E-mail: [jloh@suhd.net](mailto:jloh@suhd.net)

Welcome to Shasta Adult School's Online Session. You have the unique opportunity to participate in the future of education: the delivery of courses to you, whenever and wherever you are. Please keep this document for reference as it will guide you through your courses this year.

### BEFORE BEGINNING

Before enrolling it should be understood that you will be completing all of your coursework over the Internet. In order to enroll in the program, a master agreement must be signed by **the student, parent (if under 18), and the counselor and must include all courses**. It is expected that the student will have consistent access to the Internet during their enrollment.

### REQUIREMENTS

Students are encouraged to come in every Wednesday and check in with the instructor. This time is reserved to observe the student's progression through the coursework. Also, if the student has questions, problems, or anything to hand in, this would be the appropriate time to address them.

Because this is an Independent Study program, it is expected that the vast majority of the student's work is to be done at his/her own initiative at home and during designated school time.

The maximum amount of credits that can be earned in a week is 3. When a student reaches 3 credits in a week, he/she will be temporarily blocked until the following week, when they are able to resume their work.

### ATTENDANCE

Every student must complete the equivalent of 1 credit per week (designated as "Units" by Odyssey Ware). Consistent failure to meet this weekly goal will result in the student's removal from the program. Possible repercussions include the student's inability to graduate on time. Counselors are notified on a weekly basis regarding attendance.

### COURSES

We offer a wide variety of courses using the Odyssey Ware website. The specific courses we assign to you to work on were referred to us by your respective counselor.

### GRADING

60% is the minimum to pass for all lessons. Upon completion of any piece of work, if a low grade has been assigned by the computer, do not panic. All completed work will be reviewed by me and partial or full credit will be assigned as appropriate. If necessary, lessons, quizzes, and tests will be reassigned as appropriate. This program is not just about earning credit, but earning credit in a timely fashion with acceptable scores. I am always willing to answer any grading questions upon request.

### AS YOU WORK

Please develop a few good habits in order to increase your productivity and decrease your downtime:

- **ALL ESSAYS SHOULD BE TYPED IN A WORD PROCESSOR FIRST BEFORE SUBMISSION.** Use the spell check and grammar check features of Word, Wordperfect, etc. Please **SAVE** your essays as well in case I submit them back to you for revision. Essays are mandatory and should be completed as you would in a classroom with proper formatting and grammar.
- **TAKE GOOD NOTES AS YOU GO.** Like any classroom, you will be preparing for tests and quizzes. Go back and review your previous lessons before taking a test or quiz. The whole course is OPEN BOOK
- **USE THE INTERNET AS A RESOURCE.** If you need more information about a topic then refer to a search engine like google.com or an encyclopedia like wikipedia.com. When writing an essay ***ALWAYS CITE YOUR SOURCE(S)***.
  - **PLAGARISM**
    - Should any student be caught plagiarizing, it will result in an automatic "zero" grade for that assignment and the student will be dropped immediately from the program. Plagiarism includes, but is not limited to:
      - Logging in under someone else's account and/or doing someone else's work
      - "Copy-and-paste" articles from other websites and submitting it as your own
      - 2 or more students submitting the same assignment, essay, etc.

### ASSISTANCE

Even though you work independently, you are not alone. Constant communication is essential. If you run into any problems such as questions on the subject matter or technical problems, do not hesitate to contact your instructor. If you are e-mailing me, please describe the problem in detail for the best assistance.