

ONLINE LEARNING EXPECTATIONS

September 2020

Participants will:

- Use one device larger than a smartphone to access the course. This is necessary so that participants can easily see all course materials.
 - Dialing-in with one's phone for audio does not count as two devices.
- Log in to the course individually – attending with colleagues in a conference room by logging in on one device is not permitted.
- Download participant materials in advance of class.
- Complete all pre-course assignments and readings.
- Participate fully in class with time and attention, not multi-task on work or other obligations.
- Complete any homework or other class assignments on time.
- Email the ICM Helpdesk for technical assistance: elarning@ncsc.org

Strongly recommended:

- Use a webcam throughout the course.
- Before the course, [download Zoom](#) and create an account. This will allow you to hold free meetings for up to 40 minutes at a time, which is a great opportunity to work with your audio and video settings, review features, etc.
 - [Click here](#) to view the Zoom Frequently Asked Questions webpage

ICM Attendance Policy

Relative to all courses¹ for which the Institute for Court Management is the certifying entity and in accordance with implemented policies and practices, course participants must be in attendance for the entire duration of the course each day in order to receive a certificate of completion. Absences in excess of 2 hours will make participants ineligible to receive certification. Participants with an excused absence of less than 2 hours will be allowed the opportunity to submit, for faculty approval, a 3-5 page essay outlining their application of the course competencies into their court environment. Papers will be sent first to course faculty, then to ICM for final approval and remain a permanent part of the student record.

For Educational Development and Public Relations courses only:

Relative to all courses for which the Institute for Court Management is the certifying entity and in accordance with implemented policies and practices, course participants must be in attendance for the entire duration of the course each day in order to receive a certificate of completion. Absences in excess of 1 hour will make participants ineligible to receive certification. Participants with an excused absence of less than 1 hour will be allowed the opportunity to submit, for faculty approval, a 2 page essay outlining their application of the course competencies into their court environment. Papers will be sent first to course faculty, then to ICM for final approval and remain a permanent part of the student record.

¹ This policy excludes the Educational Development and Public Relations courses. See second paragraph for the attendance policy for those two courses.