



ETV LEARN Read to Succeed (R2S) Course Information and Policies

Course credit

SC Renewal Credit & R2S Credit:

ETV LEARN R2S courses have been approved as follows by the South Carolina Department of Education:

ETV LEARN course	SC Renewal Credits Earned	SC R2S Credit Earned
RDLA 267: Teaching Phonics and Spelling for Beginning and Transitional Readers, Second Edition	60	Instructional Practices
RDLA272: Vocabulary as a Foundation for Learning	60	Content Area Reading & Writing

Course credit certificates will be available in the course for learners to download and save, upon successful course completion, within one week after the course end date. **Be sure to download and save your certificate within one month after the course end date** at which time your access to course records will close.

It is the learner's responsibility to provide their certificate to either their District Renewal/PD Coordinator or the South Carolina Department of Education (SCDE), as applicable (see below). ETV LEARN does not send certificates to learners or credit authorities. We do, however, provide the SCDE with a listing of learners who successfully complete each course. It is YOUR responsibility to submit your certificate to your credit authority. The SCDE will verify your certificate against our listing.

If you are currently employed in a SC school district, submit your certificate to your District Renewal/PD Coordinator. If you are NOT currently employed in a SC school district, submit your certificate, along with a Request for Change/Action form (ed.sc.gov/educators/certification/certification-forms/) to the SDE Office of Educator Services as indicated on the form.

Non-SC Course Credit:

For course credit towards a non-SC teaching license, you are encouraged to verify any credit value with your credit authority prior to enrolling in a course. Upon your successful course completion, we can offer you a certificate of 45 professional development hours.

Participation, Attendance & Grading Policies

- Our R2S courses are not self-paced. Content is delivered on a weekly basis, over a 6-week period, however your time within each week is flexible.
- There are no required log-on times, however you need to log-on at least three (3) times a week to complete assignments and participate in the discussion boards. You should plan on spending about 8-10 hours per week on your course work. Note that some learners may require extra hours. Failure to complete sufficient coursework will result in a failing grade.
- Course content and assignments are outlined in each course's syllabus and we encourage you to review the syllabus prior to enrolling in any course in which you are interested.
- Deadlines for weekly course material are real and assignments are graded according to rubrics with point scales. Points will be deducted for work that is not turned in on time according to the weekly schedule. Plan ahead to avoid running late with an assignment; you don't want to try to submit an assignment at the last minute and

experience a technical failure! Be sure to plan how you'll complete coursework during holidays, vacations, and other special times in your life, too. Missed assignments will be graded as a zero. If you anticipate a delay in submitting an assignment, consult your facilitator beforehand and s/he will advise you of any options.

- Generally, course elements are weighted equally for grading (discussion board participation, assignments, online journal, and final project). Please refer to your specific course gradebook for any concerns.
- Our facilitators have the final say on grades for assignments, and there is not an appeals process.
- After the course start date, you have five days to log in and begin participating in the discussion board. You must not be absent from the course for more than six consecutive days. We consider an absent learner to be one who shows no activity within the course and also does not communicate with the course facilitator or an ETV Education representative. If you do not begin to participate within the first five days, or if you are absent for more than six consecutive days, you will no longer be eligible to receive a completion certificate or graduate credit, nor will your facilitator evaluate your assignments. In this case, you may still remain in the course and have access to the course readings, materials, and discussions.
- * ETV LEARN R2S courses are the same courses offered under our former TeacherLine Southeast program. If an educator took the course under TeacherLine and received credit for it, they cannot re-take the course now and receive credit again.

Technical Requirements

This list contains the general technical requirements necessary to participate in your course.

- Laptop or computer preferably running Windows 10, or a Mac OSX 10.6 (Snow Leopard) or higher
- High-speed internet access
- Browser: Edge, Chrome, Firefox or Safari (set to accept cookies and with Pop-up blocker turned off)
- Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Google / Google Workspace, Open Office)
- Adobe Acrobat Reader (download for free <https://get.adobe.com/reader/>)
- Media player

Enrollment Process

1. Each course is limited to a maximum of 25 learners. Course seats are available on a first-come-first-served basis.
2. Find the course you want from our Recertification Courses webpage (<https://www.scetv.org/education/recertification-courses#/>), click the title to open the details section, and click the 'ENROLL NOW' button. This will take you to our ETV LEARN enrollment page for the course.
3. Review the information and click the blue "Enroll Now" button there to proceed. Enter the required information as you proceed, including your payment information. (If you don't already have a Moodle account with ETV LEARN, you'll be prompted to create one; if you have one, you'll be prompted to login.)
Payment types accepted:
 - Debit or credit card (except American Express)
 - Check (You'll be directed to mail a check to ETV. Note that your enrollment is not guaranteed until your check clears the bank.)
4. Once you complete your enrollment, you will receive an email confirmation from moodleadmin@scetv.org. To ensure you receive this confirmation and other course-related emails, please add "moodleadmin@scetv.org" to your email address book of contacts.
5. Tip: Ask your school principal or district office if can assist you in paying for your course. Many schools/districts have money available for PD and you may be able to receive full or partial course funding or reimbursement.

Course Cancellations

If the minimum enrollment for a course is not met, the course will be cancelled by four days prior to the course start date. If a course has been cancelled, you will receive a notification e-mail with instructions on how to receive a refund or credit towards a future course.

Orientation period and beginning your course

- To access your course, you must first log into the ETV LEARN website at <https://scetvlearn.org> with your enrollment email and password. Once you log in, click the “My Courses” tab at the top horizontal navigation bar and you’ll see your course listed.
- One week prior to the course start date, your course link will become active, upon which you can click the hyperlinked course title to access your course. **We strongly encourage you to use this one-week orientation period** to familiarize yourself with the course structure and environment, take the PRE course survey, practice making an entry in the course’s Discussion Board by introducing yourself in the Virtual Café, and review the introductory information provided. You will not be able to begin your actual assignments until the course start date.
- Your facilitator will send you a welcome email during the orientation period, however you do not need this email to access your course. Additionally, throughout your course experience, SCETV and/or your course facilitator may need to email you so make sure you have a primary email address listed in your ETV LEARN profile and it is one that you can access throughout your course. To verify or change your course email, [login to ETV LEARN](#) and then click your name at the top right corner. A drop-down list of options will display; select ‘View Profile’ or ‘Edit Profile’ as desired. Be sure to check your email ‘spam’ folder periodically in case course-related emails are mistakenly routed there.

After your course

- You will have access to your course information for 1 month after you finish your course. During this time, we recommend you copy and save your relevant course files. Especially, be sure to download and save your course completion certificates! After the 30-day time period is over, you will no longer be able to access any content from the course.

Standards of Academic Integrity

Learners' adherence to standards of academic honesty is essential. ETV LEARN maintains high standards of academic integrity and complies with the academic policies of all of our graduate credit providers. By enrolling in an ETV LEARN course, learners agree to observe standards of honesty in their work, ideas, words, and actions.

Academic Dishonesty

ETV LEARN will not tolerate academic dishonesty, lack of academic integrity, or unfair infringements on the intellectual rights or privileges of others. A non-exhaustive list of prohibited conduct includes:

- Cheating on exams or other assignments. Cheating is the use or attempted use of unauthorized materials, information, or study aids on academic exercises. It also includes unauthorized collaboration.
- Submitting work for multiple purposes without permission. Learners may not submit a product, lesson plan, or final project created in one course to a second course without prior notification and permission from both course instructors.
- Unauthorized collaboration. Learners may not collaborate on a product, lesson plan, or paper without permission. In addition, learners may not submit another's work product as their own or create an assignment for another learner.
- Plagiarizing another's work. Plagiarism is the unauthorized use or close imitation of the writings, creations, or ideas of another author and the representation of them as your own.
- Falsifying academic credentials or documentation. Any attempt to submit forged academic documentation to ETV LEARN or to forge ETV LEARN certificates constitutes academic fraud.
- Using false citations in academic work. False citation is the attribution of academic sources to an incorrect or fabricated source with the intention to deceive.

A Note on Copyrights

Under Section 107 of the Copyright Act (17 U.S.C. 107), the "fair use" of copyrighted work for purposes such as "criticism, comment, news reporting, teaching, scholarship, or research" is not an infringement of copyright. In determining whether or not a particular use is fair, Section 107 sets out four factors that must be considered:

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work. Learners must recognize that in certain circumstances it may be difficult to distinguish between fair use and copyright infringement. There is no prescribed safe harbor for the number of words, lines, or notes that a learner may use without permission. The safest course is to err on the side of caution and seek permission from the copyright holder before using the copyrighted work.

Procedure for Addressing Suspected Violations of Standards of Academic Integrity

Course facilitators help ETV LEARN enforce the Standards of Academic Integrity and will report to ETV LEARN all suspected violations. The course facilitator and ETV LEARN will communicate all concerns with the learner(s) involved and will investigate all suspected violations. Following the investigation, ETV LEARN will advise the learner(s) involved of the results of the investigation and will advise the learner(s) in writing of any official action being taken. Any learner found to have violated the Standards may receive one or more of the following sanctions:

1. no credit or a failing grade for a given assignment;
2. no credit for the course; and/or
3. no refund for the course.

In addition, depending on the severity of the violation, a learner may be barred from participation in any future ETV LEARN courses, and may be subject to any other sanction that ETV LEARN determines is appropriate. All decisions of ETV LEARN are final.

Course assistance

Contact	For	How to Reach
Course Facilitator	Course content questions and limited technical help	Email and phone number as provided within your course environment
Course Peers	Course content questions and some technical assistance	Email and phone number as provided within your course's Discussion Board forum
ETV LEARN Staff	General course concerns; technical assistance; course payment, credit, and documentation questions	888-761-8132 or moodleadmin@scetv.org (M-F, 9-5:30 pm EST)

Tips for a successful course experience

- **Prior to enrollment, verify the course will meet your credit requirements if you are seeking credit for your experience. Make sure you're in the right course for your learning and credit needs!**
- If you have any course concerns, promptly report them to your facilitator and/or ETV (via moodleadmin@scetv.org). Ask for help right away if needed. Notify your facilitator if you'll be absent from your course for more than three days.
- A reliable and fast internet connection and laptop/or desktop is key. Consider what you'll do if you lose access to either. Can you work from school or a local library? Can you borrow a device from a friend or colleague?

- While you're working on an assignment, be sure to save it periodically so you don't risk losing your work if something happens before you submit it. Consider saving a copy of your work to the cloud or a flash drive to back it up in case your original file is deleted by mistake or becomes corrupted.
- Be kind and professional... Read these *10 Netiquette Guidelines Online Students Need to Know*, <https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/>.
- Don't wait until the last minute to do your coursework; you never know what might occur then and prevent you from finishing on time. Plan to work at times when you can be alert and focused; you'll benefit more from the course, do better work and complete coursework faster. Take short breaks periodically to refresh yourself.
- Review your course syllabus before the start date to ensure it's the right course for you.
- Add "moodleadmin@scetv.org" and your facilitator's email (when you get it) to your email contacts list to ensure you receive course notices.
- Post thoughtful comments to the discussion boards. Always ask yourself, "How can I move this discussion and everyone's understanding forward with my response?"
- Be respectful of others and be open to receiving constructive criticism of your work from peers and your course facilitator.
- Support your peers: if you know the answer to a question, please provide it.
- Have fun and enjoy meeting and working with new colleagues!

Course Withdrawal and Refund Policy

To drop/withdraw from your course:

- Email moodleadadmin@scetv.org and state that you are dropping the course.
- Unenrolling within the Moodle platform or messaging your facilitator is not sufficient to be considered for a possible refund.
- The timestamp of your email to moodleadadmin@scetv.org will be used to determine any refund qualification.

Refunds for ETV LEARN R2S courses are available as indicated below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Course opens for Preview			Last day Drop for 100% refund		
	Start Date		Last day Drop for 90% refund	Last day to Enroll		
Last day Drop for 75% refund	No refunds starting today					

Policy	Timing	Example
Course drop with 100% refund:	Up to 4 days prior to the course start date (counting backwards from the course start date)	If the course begins on a Monday and you drop it by the preceding Thursday, your refund will be 100% of the course price you paid.
Course drop with 90% refund:	3 days prior to the start date (counting backwards from the course start date) through day 3 of the course (counting the start date as day 1)	If the course begins on a Monday and you drop it on the Friday before the start date or by the immediate following Wednesday, your refund will be 90% of the course price you paid.
Course drop with 75% refund:	Days 4-7 of the course (counting the start date as day 1)	If the course begins on a Monday and you drop it on or between the immediate following Thursday and Sunday, your refund will be 75% of the course price you paid.
No refund:	8th day of the course and thereafter (counting the start date as day 1)	If the course starts on a Monday and you drop it on or after the immediate following Monday, you will not be eligible for a refund.
Hardship transfers:	If you experience a significant life disruption during your course, such as an illness, death in the family, or other serious issue, and you would like to transfer your enrollment to a future course, you must submit your request in a reasonable time period per the situation and provide supporting evidence. Transfer requests must be submitted to moodleadadmin@scetv.org.	