DAWN
Career Institute
Your brighter future begins today.

STUDENT HANDBOOK 2024

Table of Contents

This Online Student Handbook is a source of valuable information regarding the responsibilities, obligations, and privileges of students attending Dawn Career Institute.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the school reserves the right to make changes at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of the Online Student Handbook and all requirements established by the school.

General Information

Campus Information

252 Chapman Road
Newark, DE 19702

Phone: 302-273-3560
Fax: 302-533-7673

Catalog

The first important source of information for students is the catalog. Official school policies are included in the catalog, which students can access on the school's website. The catalog includes information on attendance, grading, code of conduct, satisfactory academic progress, and resources available to students. Students must be familiar with the catalog. In any instance where the catalog and student handbook are incongruous, the catalog supersedes this handbook.

Library Information

All students are provided online library resources 24/7 sponsored through the Library and Information Resources Network (LIRN). To access the LIRN subscription go to: https://proxy.lirn.net/DawnCareerInst. See your syllabus for the username and password. Students may contact a librarian through the LIRN's Ask a Librarian service. Students will find shortcuts to LIRN on the DCI computers in the learning resource room (room 124). The resource room is open to students Monday through Wednesday from 8:30 AM to 9 PM, Thursday from 8:30 AM to 8:00 PM, and Friday from 8:30 AM to 4:30 PM to all currently enrolled students and DCI graduates.

DCI Email

Both students and instructors are issued DCI email accounts. This email account is used to communicate with students and other school employees. The instructor's email account is printed on the first page of the syllabus. Students who have questions should contact the instructor via the email account. Instructors should respond to the student via email within 24 to 48 hours of the initial email, so students should give instructors time to respond before taking concerns to other staff members. See the section DCI Email – Office 365 for more information. Students are responsible for checking email daily, as the school will not communicate via any other email address.

Learning Management System

Online students will access their courses through the Canvas learning management system (LMS).

Academic Affairs

Attendance Policy

The full attendance policy is available in the catalog; however, students are expected to participate in online courses on a consistent basis. **Students missing fourteen (14) consecutive calendar days may be withdrawn from their program of study by the school.** If a student believes he/she has circumstances warranting special consideration, a written appeal may be submitted to the Dean of Education for review and final determination.

Attendance Policy for Online Courses

Attendance for online courses is measured by work submitted within the Learning Management System. Students enrolled in a hybrid program must maintain satisfactory attendance on campus and online to remain active.

Late Work and Make-Up Work

Arrangements to turn in late work and/or make-up assignments, projects, tests, and homework missed because of absence must be made with the approval of the instructor following the policy on the syllabus.

For online, the end of week deadline is Sunday at 11:59 EST. At this time, the assignments and week's activities will be locked by the instructor. Late work will be accepted for seven (7) days after the due date with approval from the instructor, who must open the assignments and activities for the students. Students turning in late work during this time will receive a 20% deduction on the assignment. After seven (7) days, the assignments will remain locked and the grade will remain a zero (0). Students will not be given additional time beyond the end date of the course without an Incomplete approval.

Course Syllabi

Students will receive a syllabus for each course at the beginning of the course, which will be uploaded in the Course Resources section of each course in the LMS for online courses. This syllabus includes important information about the course including grading requirements and late work policies. Students and instructors must follow the school-approved syllabi.

Withdrawal

Students who want to discontinue their training for any reason <u>must</u> make every attempt to schedule a meeting with the Dean of Education and/or Program Director prior to stopping their online coursework. This meeting may help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the program may be resolved during this session.

Students may also be administratively withdrawn involuntarily for non-attendance, not meeting satisfactory academic progress, or for not following the student code of conduct. Students should refer to the Catalog.

Students with Disabilities

The student is responsible for informing the school prior to needing the reasonable accommodations (academic adjustment) in the classroom/lab/clinical. The school is not required to identify the applicant or student as having a disability or assess the student's needs. Instructors are not permitted to approve accommodations for students without following the process outlined in the Catalog.

Student Code of Conduct

Students are expected to follow behavior and dress code policies in addition to those academic policies such as attendance and academic performance. Students are expected to be professional, courteous, and always show respect for persons, learning, and the learning environment. The entire Student Code of Conduct policy is included in the catalog.

Violations

Violations include:
- Academic misconduct (cheating, plagiarism, unauthorized collaboration)
- Unprofessional conduct
- Disruptiveness in the classroom

- Use of profanity or other unacceptable language
- Insubordination
- Use of/being under the influence of alcohol or illegal drugs
- Threats of violence
- Vandalism of school property or equipment
- Harassment of any kind
- Furnishing false information to the school (forgery included)
- Any other misbehavior the school deems inappropriate or unprofessional

Academic Misconduct: All work submitted by a student is expected to be the student's own work. All the following are considered Academic Misconduct: cheating, plagiarism (the use of another's work without giving proper credit to that source, including cutting and pasting information from the Internet without properly citing the work), and unauthorized collaboration. **Plagiarism also includes using Artificial Intelligence (AI) chatbots to research and write your responses, when you do not verify the information and provide appropriate citations.** Students who are found to be cheating or plagiarizing will first meet with the Instructor and/or Program Director. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction. The violation will be reviewed by the Dean of Education for further disciplinary review.

In less severe offenses, students may be given a warning before other penalties take effect.

Sanctions/Penalties

The Student Code of Conduct helps ensure the learning process and learning environment are safe and supportive for students. In the event a violation of the Student Code of Conduct occurs, the school will impose fair and progressive sanctions. However, if a violation is severe, the school may impose the strictest sanctions on a student up to and including expulsion. The sanctions are described below. **Students may be locked out from a course by an instructor while the Dean of Education reviews for additional disciplinary sanctions.**

If the student is found to be in violation of unprofessional conduct/behavior, the instructor or staff member will communicate and identify the problem to the student, in writing, using the Code of Conduct Form. The form will be reviewed by the Dean of Education for further disciplinary review.

Warning: A warning is an official conversation between the student and either the Dean of Education and/or Campus President. The conversation will be documented in the Student Information System but does not become a part of the student's permanent record. Further misconduct may result in more severe disciplinary sanctions.

- Students who are found to be cheating or plagiarizing will first meet with the Instructor and/or Program Director. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction.

Written Reprimand: A reprimand is the official written notification of unacceptable behavior and becomes a part of the student's permanent record. The student must sign the document. Further misconduct may result in more severe disciplinary sanctions.

Suspension: A suspension is the official loss of campus privileges for a specific period not to exceed 14 calendar days. During this time, the student is not allowed on campus, at campus functions, or on externship/clinical and will be marked as absent for any missed class sessions. Suspended students will not be allowed to attend any make-up labs, tests, exams, or competencies missed. Further misconduct may result in more severe disciplinary sanctions.

Expulsion: An expulsion is the official, permanent loss of campus privileges and results in the student being withdrawn from the institution and unable to complete the program of study. Students who are expelled receive a grade of W (withdrawal) for any courses in which they are currently enrolled.

*Violent, sexual, or drug-related incidents may be handled at the strictest sanction, expulsion, at the discretion of campus leadership.

Appeals

Students have the right to appeal sanctions/penalties given per the Student Code of Conduct policy. Students wishing to appeal should do so in writing and within five (5) days of the decision. The Director of Education and Appeal Committee (often comprised of the DOE, faculty, Program Coordinator, and Campus President) will review all documentation and make all final decisions within five (5) days of the written appeal being turned in by the student.

If the appeal is not resolved, the student may review the Student Grievance Policy, located in the Academic Catalog.

DCI Email – Office 365

Students should check their DCI email often; daily is recommended. To access, students go to the following URL: https://login.microsoftonline.com.
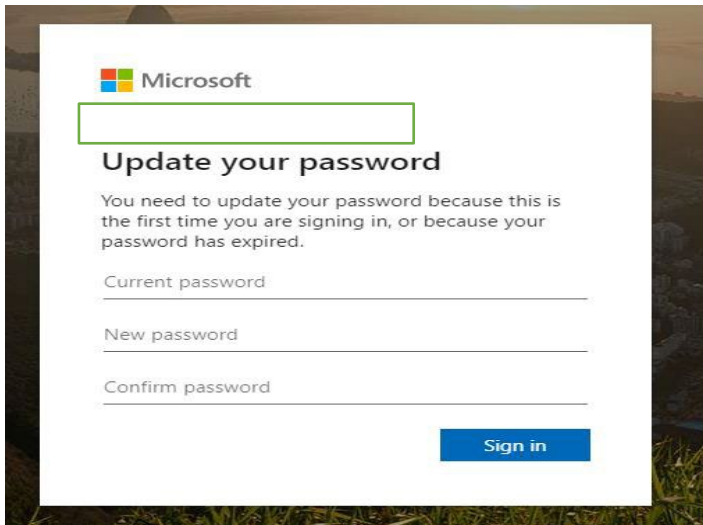
The username is your firstname.lastname@stu.dawncareerinstitute.edu.

Your password is already setup. If you forget your password, use the Forgot My Password area.
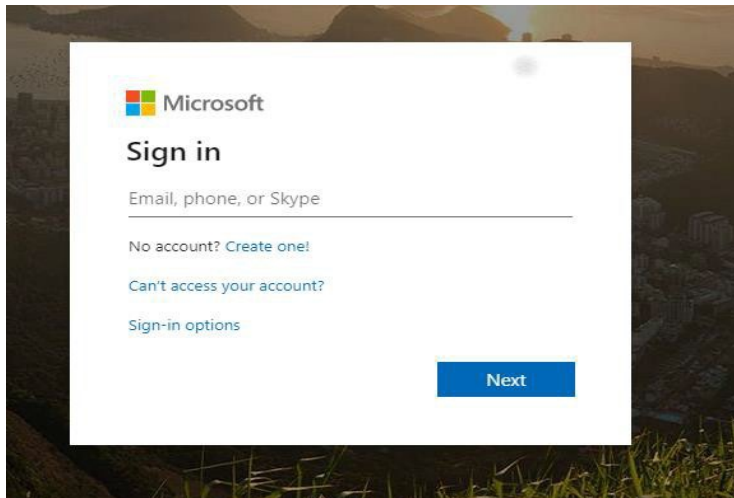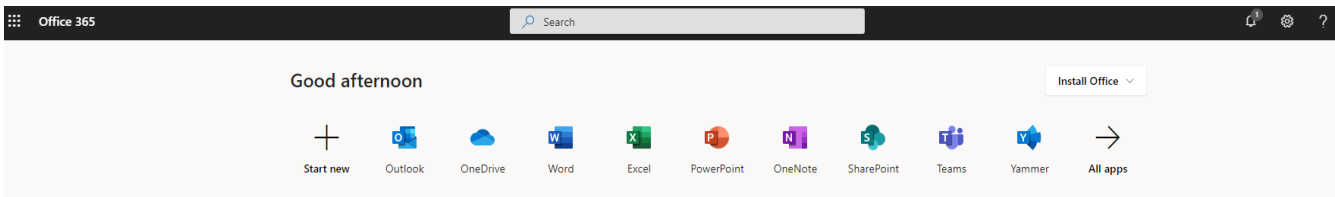
Your first time signing in, you will be required to update your password:

Once signed in, you will have access to applications, including Outlook – your email!


Office 365

If you do not have Microsoft Word, Excel, PowerPoint, or other Microsoft applications already, you can use Office 365 to use online versions of all applications you see. Once you start accessing documents, your home screen will start to fill with recommended documents and recent documents to help you pick up from where you left off with a project. These applications all open in a web browser, giving you access to many of the tools you need to complete assignments – especially if you have any online courses or assignments needing turned in via email.

The link below includes video tutorials on how to use Office 365:

https://support.office.com/en-us/article/office-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb
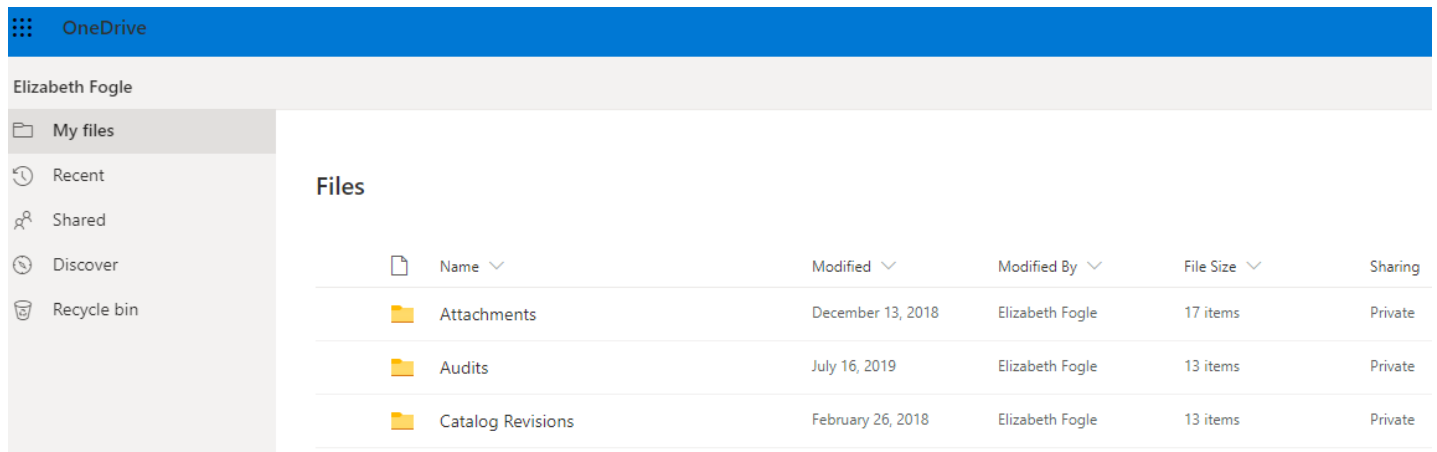
Outlook

Outlook it where you find your school emails! Once you click on the icon, a tab will open with your emails. If you do not know how to navigate email, please reach out to your instructor or Program Director with questions.
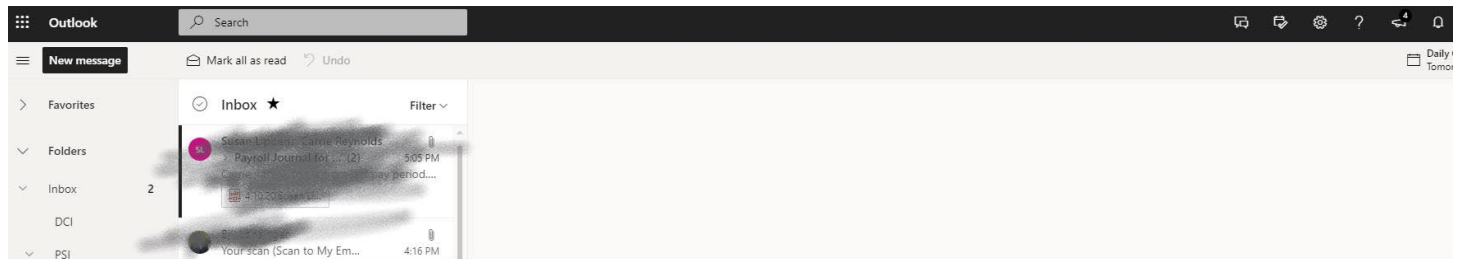
OneDrive

Make sure you save any documents you create in your OneDrive so you always have access to them.

Your OneDrive is important for saving documents you may need to create for your coursework.

When saving, you should name your documents something other than *document* so you can find them later.

Best practice: save your documents with your course name or code, the quarter, the assignment, and the date you create it.

Example: COM1100 April 2020 Final Project 4-7-2020

Other Office 365 Applications

When you click on Word, Excel, PowerPoint, or any other application, that application will open in another tab.
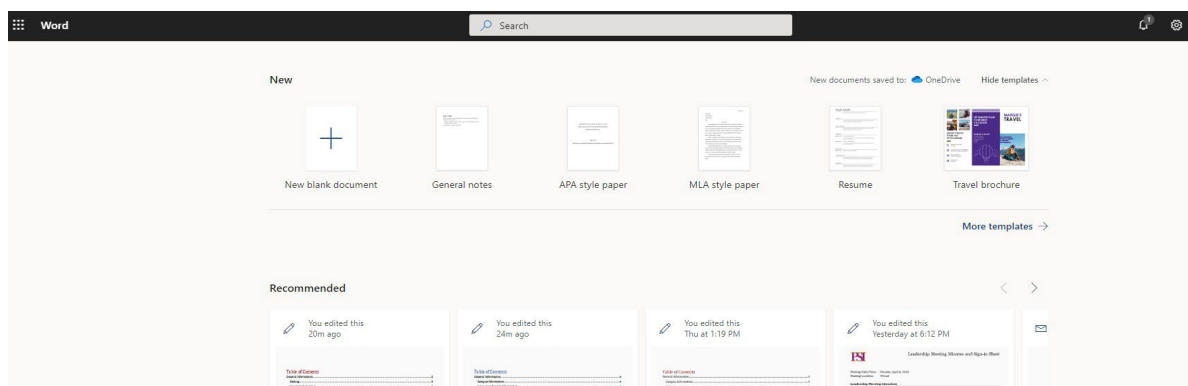
By clicking the + (plus sign) New blank document, you can start a new document. If you already started a document, you can find it in your OneDrive or in the Recent or Recommended sections below the new area.

Once you click for a New blank document, a new tab opens with what looks like Microsoft Word. Now, you can complete your assignment!
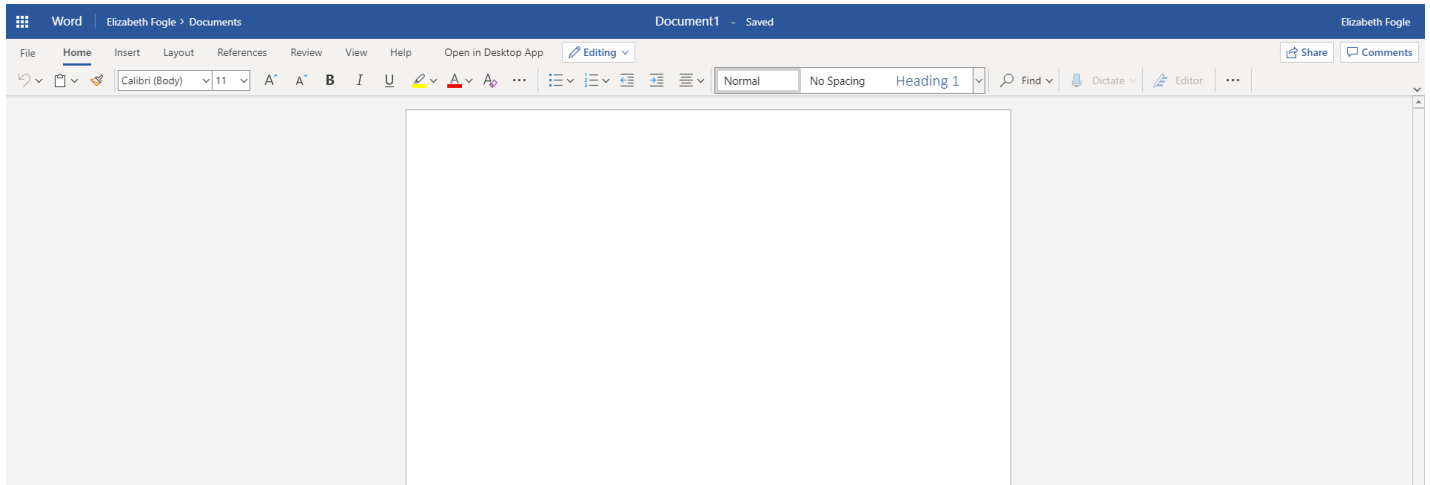
TIP: When you start any document, change the font to Times New Roman and 12 – as that font is the easiest for your instructor to read and provides consistency across documents!
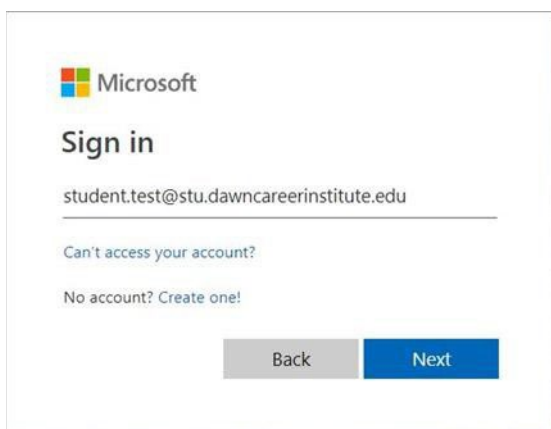
Passwords

Students needing assistance with forgetting passwords or resetting passwords should use the correct section below. If additional assistance is needed, students should email the support@dawncareerinstitute.edu.
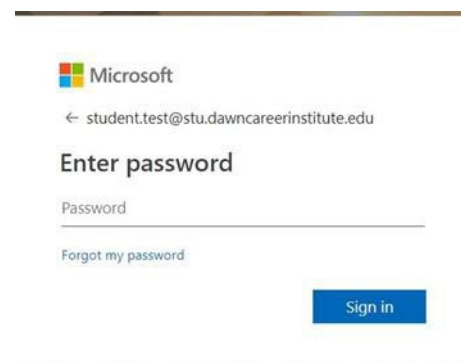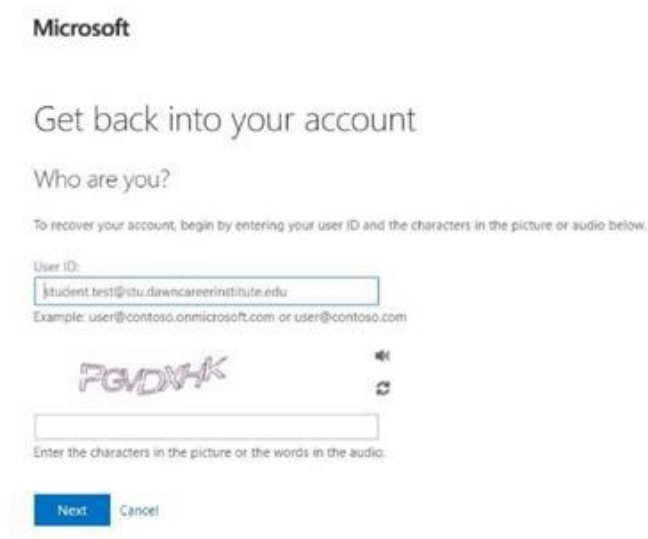
Forgotten Passwords

Navigate to https://login.microsoftonline.com

Select: Can't access your account?   Then select: Forgot my password

Enter your email and the code in the box below. Then select Next.

Students will then be prompted to reset the password.

Password Reset
Navigate to https://login.microsoftonline.com

Log in using the current username and password.

Select: My Account
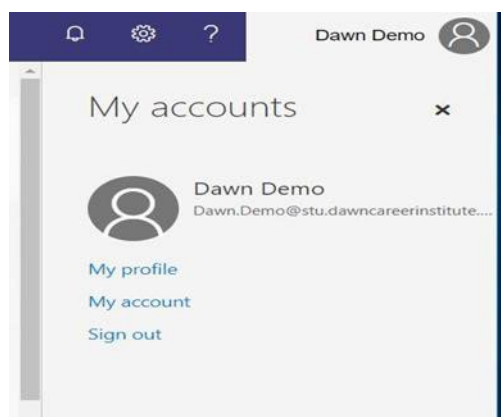
Select: Password

Enter the current password, then the new password two times. Select: Submit.

Technical Support

Students needing technical assistance with online courses should contact support@dawncareerinstitute.edu. If questions are about course content, students should reach out to the instructor first.

Students may also email support@dawncareerinstitute.edu for technical questions about email, the DCI website, and on campus technical questions.

The Learning Management System

The Learning Management System (LMS) is Canvas Instructure. All course materials, including the syllabus, assignments, and learning resources are located in Canvas. You will be enrolled in your courses by the Registrar each quarter. To log in to Canvas, you will use Single Sign-On (SSO) from your Microsoft Office 365 account.

ACCESSING MICROSOFT 365

To get started, from your computer: *(We recommend using Google Chrome as your browser)*
1. Open Google Chrome, type www.office.com and hit enter.
2. You will then be prompted to enter your email and password
3. Once you are logged into Microsoft 365 you will see the school logo and your name
4. Along the left are all your web apps that you will use, ie. Outlook, Word, Excel, Power Point & OneDrive

ACCESSING YOUR CANVAS APP

To access your Canvas app for the first time after logging into Microsoft 365:
1. Select the Apps icon, which is located on the left navigation right above Outlook
2. Select the Canvas icon to launch your Canvas application and access your courses. You may be asked to confirm your Microsoft credentials on your first visit
3. Canvas has now launched and you are ready to work on your courses
4. The next time you log into Microsoft 365, you will see the Canvas app listed with your other apps by selecting the small waffle in the top left
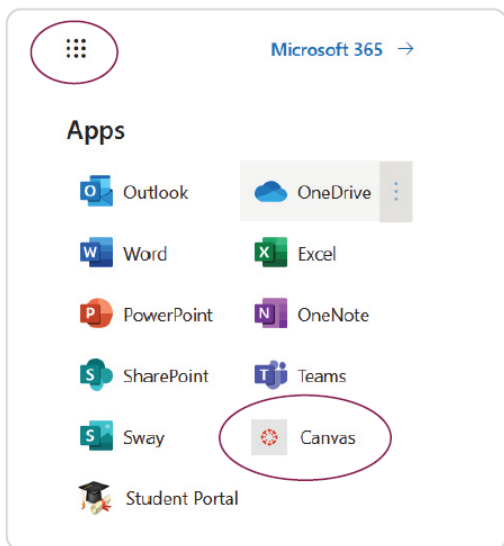
Orientation

All students should complete the orientation prior to taking courses online. The orientation consists of logging in to the DCI Passport - Canvas Student Orientation training course.

Successful Approaches to Taking Online Courses

For each week, students should follow these steps for best chances at success:

Read and study the presentations provided in courses <u>before</u> completing any assignments, discussions, or assessments. These presentations are the same as the lessons or lecture students would be provided in the classroom setting. Reading involves more than "skimming" the information. Students should spend at least a couple hours a week reading the information provided to help with comprehension.

Plagiarism

When students hear the term "plagiarism," they might be quick to think of the illegal nature of a crime or of a devious or lazy student. For example, a student might look to copying a friend's paper or supplementing her own work with selections from an online source in a time crunch or when she may not have done sufficient research. This is clearly plagiarism. However, students may also commit plagiarism unknowingly.

What exactly is plagiarism? During your time as a student and throughout your life as a professional, you will probably write papers, presentations, and other projects that will include a host of the source material, which is work written by other authors, helping you illustrate your point. Including outside sources in addition to your own thoughts within your work helps lend credibility to your work and demonstrates your research ability.

Whether you are using information from books, articles, websites, or even movies, you must provide a proper citation for each source you use. It is your obligation – legally and ethically to give credit to the original author of each source you work from. Citation means giving the original author credit for their ideas and words.

Plagiarism can take many forms, including the failure to cite quotations and borrowed ideas, the failure to enclose borrowed language in quotation marks, and the failure to put summaries and paraphrases in your own words. Let's examine each of these examples and look at a few others.

Paraphrasing is the act of putting an author's words into your own words. Usually, this is done in the hope of simplifying or shortening the original information. Good paraphrasing demonstrates your understanding of the material, goes beyond inserting synonyms for original words, and includes a citation of the original work. A citation gives credit to your original source either by listing the author's name, the work from which the material came, and the page number, or a combination of this information, depending on which style guide you're working with (style guides include APA, CMS, and MLA format).

Keep the lines of communication open with your instructors so if you do have any doubts about the integrity of your work he or she can point you in the right direction.

A word to the wise – plagiarism is a serious offense! Depending on the policy of your company, instructor, or school, it could result in failing the assignment, suspension, or termination from school or work.

In addition, technological advances have made it much easier for instructors to detect plagiarized work. For example, some instructors use fraud detection applications such as Turn It In, which instantly scans written work for violations. Avoid the trouble and stick to your own work!

To recap, the best policy for avoiding plagiarism is better safe than sorry. If you think you might have paraphrased something too closely, stay on the safe side and cite the author and text. Make sure you always understand the assignment and the guidelines your instructor wants you to follow, such as style manual practices for citing references. Also, remember to proofread carefully and make sure all your quotations are properly punctuated.

Citation Assistance

If you are unsure of how to cite your sources or materials from which you are paraphrasing or quoting information, there are many websites that can help.

Purdue Online Writing Lab (OWL)

The Purdue OWL is one of the most popular, and instructor approved, website for citation. DCI encourages students to use APA format when citing work. Below is the link to the site to help with both in-text citations (those in the body of your paper and are more simple in format) and references (full citation of referenced material).

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.ht ml

Knight Cite

Calvin College has a website where you can input information from a website, book, or other materials and it will help generate the citation you need to use.

https://www.calvin.edu/library/knightcite/?standard=APA

Frequently Asked Questions

How do I check my grades?

Each course has a gradebook where your instructor will put numerical grades.

How do I improve my grade?

The biggest task for online students is merely turning in work and turning it in on time. Students are encouraged to set aside time each day as if they were attending class at the school to work on their online assignments and discussions. Submitting assignments by the deadline is the best way to ensure success. However, students who find themselves behind may benefit from the following ways of improving grades:

- Submit all work by Sunday at 11:59pm to avoid point deductions.
- Contact your instructor to open closed assignments to receive partial credit within seven (7) days of the original due date, if allowed based on the late submission requirements found on your syllabus.
- For each required Discussion Question, respond to your peers at least twice with substantive posts (more than just "I agree").

*At Dawn Career Institute, we are committed to your academic success. Please reach out to your instructor if you need any additional assistance.