

Student Biographical Data

Full name: _____

Call me by this name in class: _____

Intended Major(s): _____

E-Mail address (one that you use): _____

Date of birth (you may omit year): _____

Hometown: _____

Do you plan to work while in school? _____ Yes _____ No

If yes, what kind of job do you want? _____

How many hours do you expect to work? _____

Non-school activities (hobbies, interests): _____

Did you do anything fun over the _____

summer? If yes, please briefly describe. _____

Please list three words that describe _____

you (e.g., serious, athletic, sarcastic). _____

Course Contract

Please indicate your understanding of and willingness to accept the requirements for this course. Check each block below, sign your name, and indicate the date. Return the form at the beginning of the next class session. If you are unable or unwilling to commit to these requirements, please drop the course immediately. No student can take the course without agreeing to the contract.

- The handout you receive the first class meeting does not contain all the requirements for the course. Additional guidelines for this course, including the official syllabus, are available online. Locate the materials on the course website (not Blackboard) and be thoroughly familiar with them.
- Attendance is a critical component of the course as reflected in the following:
 - Each absence above results in a 5-point reduction in your point total unless it is considered a university excused absence (see Student Handbook) and documentation that I care verify is provided;
 - Late arrivals/early departures are frowned upon and I will address these;
 - When absent, you are responsible for determining what was missed (e.g., announcements, material covered) by asking one a classmate – do not contact the instructor and ask “what did I miss?”

When you attend class, conduct yourself in a professional manner. Sleeping, use of electronic devices, or work on anything not directly related to class constitute unprofessional behavior.

- The research is clear – humans cannot multi-task when it comes to cognitive tasks. The use of any electronic device is a cognitive task and is prohibited during class (use before class begins and during breaks is permitted). Unless permission has been granted, any cell phone or electronic device that is out, including in your lap, is considered in use (no questions asked). The first occurrence will lead to a private warning. Repeat occurrences will be addressed publicly.
- There are both general and specific guidelines related to the submission of work. These guidelines are available in the full course syllabus and on the course website (Journals web page), but may include in-class directions. Be sure to use the journal form provided.

Failure to follow guidelines may result a minimally reduced grade. Excessive violations, particularly with respect to proofreading, will result in a request to re-work the submission with a late penalty applied.

- Unless otherwise indicated, all out-of-class assignments must be submitted electronically. Submission is required BEFORE the corresponding class (noted on schedule). Retain your Turnitin.com digital receipt (i.e., your e-mail confirmation). The instructor will not review/accept document properties as evidence of on-time completion of assignments. Late submission is allowed and will be penalized without exception. The late penalty is 10 percent per day (not class meeting). You must notify the instructor if you submit something late for partial grade (this is not automatically checked).
- The instructor is available for out-of-class meetings (I am here to help). Scheduling will be at a mutually convenient time. Professional conduct must be observed with respect to appearance and conversation. For our mutual protection, the office door will always remain slightly open. A colleague may be asked to monitor the meeting as well.
- I understand and agree to abide by these guidelines and accept full responsibility for my grade.

Signature: _____

Date: _____