

Student Biographical Data

Full name: _____

Call me by this name in class: _____

Classification (e.g., Junior): _____

Major(s): _____

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

Date of birth (you may omit the year): _____

Hometown: _____

Employer (skip if not employed): _____

What are your job duties?

Hours worked per week: _____

Did you do anything interesting during
the summer? If yes, please briefly share.

Why are you taking this class? _____

Who is your hero? Why?

Which food best describes you? _____

Describe your most creative moment.

Give me three adjectives that best
describe your personality. _____

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 I received 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. I will locate the materials on the course website and be thoroughly familiar with them.

Attendance is a critical component of the course as reflected in the following:

- THREE absences are allowed without penalty. Each absence above three results in a 10-point reduction in your final point total (note: half absences above three result in a 5-point reduction). Perfect attendance (no full or half absences, excused or unexcused) receives a 10-point bonus as long as in-class behavior is professional;
- Late arrivals/early departures, regardless of length, count as half absences;
- Quiz scores are based on how long you stay in class each session (e.g., leave halfway, get half the score);
- Missed quizzes cannot be made up (allowances will be made for verifiable excused absences);
- 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. Take all activities seriously.

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 warning. Repeat occurrences count as half absences (note: I do keep track).

There are both general and specific guidelines related to the submission of work. These guidelines are available on the course website (Projects web page), but may include in-class directions. Minimally this includes:

- Stapling multiple pages (only for printed material submitted in class, such as this bio/contract)
- No headers, footers, titles (or sub-titles), page numbers, or paragraph numbers/headings
- Proofreading for spelling, grammatical, punctuation errors
- Proper formatting (e.g., typed, double spaced, 12-point fonts, 1-inch margins, left justified ONLY)

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 BEFORE the start of the corresponding class (see course 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 will be penalized without exception. The late penalty is 25 percent per day (not class meeting). Notify me if you submit something late for partial grade (I do not automatically check). EXCEPTION: Group Member Evaluations and the Project II Report MUST be turned in on time to receive credit.

Cheating and plagiarism are serious offenses. All work submitted (i.e., readings quizzes, mandalas, projects, exam) must be your own. Give proper credit (i.e., a citation) to work that is not uniquely your own. Any submission that violates University academic standards will not be graded, made up, and may be referred to the University Judiciaries.

No matter how well your project group performs and how much you contribute to it, you will not pass the course if you do not achieve a passing average (60% of available points) on the individual performance elements. In other words, you cannot rely on your project group to bail you out if you slack on individual assignments.

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: _____