

Student Biographical Data

Full name: _____

Call me by this name in class: _____

Classification (e.g., Junior): _____

Major(s): _____

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

Date of birth (you may omit year): _____

Local address: _____

Local telephone: _____

Hometown (if not a local resident): _____

Employer (skip if not employed): _____

Employment – What do you do? _____

Hours worked per week: _____

Non-work activities: _____

Are you an effective manager? _____ No _____ Yes

What is the best job you have had? Please _____

tell me why it was so good. _____

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:
- TWO absences are allowed without penalty. Each absence above two results in a 10-point reduction in your final point total. 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 (more quizzes are offered than actually count);
 - 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, combative attitudes, use of electronic devices, or work on anything not directly related to class is not acceptable. Take all experiential exercises 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 (I may use these before class begins and during break). Unless permission has been granted, any cell phone that is out, including in your lap, or electronic device that is open is considered in use (no questions asked). The first occurrence will lead to a private but stern warning from the instructor. Each repeat occurrence will count as a half absence.
- 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. This includes:
- Stapling multiple pages (only for printed material, such as the bio and contract, submitted in class)
 - There should be 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 spacing, 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. Submission is required BEFORE the corresponding class (noted on schedule). Retain your Turnitin.com digital receipt (e-mail). 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 25 percent per day (not class meeting). You must notify the instructor if you submit something late for partial grade (this is not automatically checked).
- Cheating and plagiarism are serious offenses. All work submitted (i.e., quizzes, projects, exams) must be your own. Give proper credit (i.e., a citation) to work that is not uniquely your own. A full citation is not needed for material used from the course textbook. Any submission that violates this standard and/or university academic policies will not be graded or made up, and may be referred to the University Judiciaries.
- Exams are the primary means for assessing mastery of course material. No matter how well you do on other evaluation elements, you will not receive higher than a D+ for the course if you do not achieve a passing average (60% of available points) on exams.
- 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: _____