Student Biographical Data

Full Name: ____________________________________________

Call Me By This Name In Class: __________________________

Classification (e.g., Junior): _____________________________

Major(s): _____________________________________________

E-Mail Address: _________________________________________

Date of Birth (You May Omit Year): _______________________

Home (Include Country If International): ___________________

Employer (Skip If Not Employed): _________________________

Employment – What Do You Do? ___________________________

Hours Worked Per Week: _________________________________

Non-Work Activities: ___________________________________

Why are you taking this course? ____________________________

What are your career goals? How do you see management fitting into these? _________________________________

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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. Submit the form at the beginning of the first 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 receive the first class meeting will not contain all the requirements for the course. Additional guidelines for this course, including the official syllabus, are available online. I will locate these materials and be thoroughly familiar with them. Additional guidelines may be given during class meetings.

☐ 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 my final total. If you have perfect attendance (no full or half absences, excused or unexcused), you will receive a 10-point bonus;
- Late arrivals/early departures (regardless of length) count as half absences;
- Quiz scores are based on how long I stay in class each session (e.g., leave halfway, get half your score);
- Missed quizzes cannot be made up (more quizzes are offered than actually count);
- When absent, it is my responsibility to determine what I missed (e.g., announcements, material covered) by asking one of my classmates – do not contact the instructor and ask “what did I miss?”

When I attend, I will be professional and engaged. Work on anything not related to the class is unacceptable.

☐ The research is clear – you cannot multi-task when it comes to cognitive tasks. The use of any electronic device is a cognitive task and is prohibited during class (you 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 result in a stern warning. 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, but may include in-class directions. This includes:
- General project guidelines at the top of the Project web page;
- Stapling multiple pages (only for hard copy submissions, such as this)
- No printed name/date/class/assignment, headers, footers, titles, paragraph headings, or page numbers
- Proofreading (for correct spelling, grammar, and punctuation)

Failure to follow the guidelines listed here and on the Project web page will result in a request to rework your submission and a corresponding late penalty.

☐ Unless otherwise indicated, assignments must be submitted electronically in accordance with the date/time indicated on the Topic Schedule. Submission via Turnitin.com is a multi-step process. Be sure you receive an e-mail confirmation of submission. Keep this for verification. I do not review/accept document properties as evidence of completion. Late submission is permitted and 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).

☐ All work in this course (i.e., quizzes, project, exams) must be my own. I will give proper credit (i.e., a citation) to work that is not uniquely my own. Any submission that violates University academic standards 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 chapter quizzes and the project, you will not receive higher than a D+ for the course if you do not achieve a passing average (60% of available points) on exam.

☐ The instructor is available for out-of-class meetings. Scheduling will be at a mutually convenient time. Professional conduct must be observed with respect to appearance and conversation. The office door will always be open.

☐ I understand and agree to abide by these guidelines and accept full responsibility for my grade.

Signature: ___________________________ Date: ___________________________