Student Biographical Data

Full Name: ____________________________________________________

Call Me By This Name In Class: __________________________________

Classification (e.g., Junior): _____________________________________

Major(s): ______________________________________________________

E-Mail Address (That You Use): ____________________________________

Date of Birth (You May Omit Year): _________________________________

Local Address: _________________________________________________

Local Telephone: _______________________________________________

Hometown (If Not Local): _________________________________________

Employer (Skip If Not Employed): _________________________________

Employment – What Do You Do? ___________________________________

_______________________________________________________________

Hours Worked Per Week: _________________________________________

Non-Work Activities: ____________________________________________

_______________________________________________________________

_______________________________________________________________

Are there any issues you consider too sensitive to be discussed in class? If so, list them here.

_______________________________________________________________

_______________________________________________________________
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 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. I will 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 my final total. If I have perfect attendance (no full or half absences, excused or unexcused), I 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 the 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 class, I will conduct myself in a professional manner. Sleeping or work on anything not directly related to class is not acceptable. I will take all experiential exercises seriously and be responsible for choices made during them.

☐ 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 this, submitted in class)
  - There should be no headers, footers, titles (or sub-titles), page numbers, or paragraph numbers/headings
  - Proofreading (excessive spelling, grammatical, punctuation errors will be penalized)
  - 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 may result in a request to re-work my submission with the corresponding 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). I will retain my 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). I must notify the instructor if I 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 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 I do on chapter quizzes and projects, I will not receive higher than a D+ for the course if I do not achieve a passing average (60% of available points) on exams.

☐ 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: ___________________________________________