

LIB 103 Requirements and Expectations Contract – Fall 2010

In order to successfully complete LIB 103 it is crucial that each student be fully aware of the course requirements and expectations. It is important for each student to understand that the classroom is a community. Learning is a group activity among students and the instructor and the behavior of each student affects the learning outcomes of others.

By initialing and signing below, I acknowledge my understanding of the following course requirements and expectations:

<p>I am required to attend class. I understand that the majority of teaching and learning happens in the classroom. I understand that if I do not attend class, I cannot participate and I miss important information. Missing more than 3 classes will result in my final grade being lowered a letter grade for each additional absence. I understand that the attendance policy is enforced beginning the first day after the drop/add period ends (8/26/2010). I understand that there are no "excused" absences. I understand that I should use my 3 absences wisely for illness, job interviews, etc.</p>	<p>Initial: _____</p>
<p>I am responsible for any material I miss in class. I will need to consult classmates for missed materials. I will not contact the instructor about missed materials unless I have checked with a classmate first.</p>	<p>Initial: _____</p>
<p>I will come to class on time. I understand that class will not be restarted for me if I am late.</p>	<p>Initial: _____</p>
<p>I understand that missed tests can only be "made up" under two circumstances: 1) If I know prior to the test date that I will be forced to miss the exam, I may schedule an appointment with my instructor to take the test PRIOR to the test date. 2) If I have a family emergency or serious illness on the day of an exam, I must contact my instructor at least four hours prior to the test time to make arrangements to take the test.</p>	<p>Initial: _____</p>
<p>I am expected to actively participate in each class session. This includes active listening, participating in class discussions and activities, and respecting my instructor and classmates. Should I fail to meet these expectations I will be asked to leave class and will be considered absent.</p>	<p>Initial: _____</p>
<p>I understand that due dates for assignments are firm. Assignments are due at the beginning of class on the date due. Those assignments received during, or after class, will be considered one day late. I will lose 1 point (1% of my final grade) on my assignment for each day late. I understand that I cannot "make up" assignments later in the semester. I understand that Assignments that are three days late will not receive credit. Assignments submitted on my course blog (News Reports and Reading Reports) must be posted before the beginning of class on the date due. I understand I should not use class time to complete these assignments as they will be considered late.</p>	<p>Initial: _____</p>
<p>I understand that plagiarism and cheating will not be tolerated. If I am found cheating or plagiarizing the work of others I will receive a "0" for the assignment or exam. I understand that further disciplinary action will be taken. I will adhere to the <u>UNCW Academic Honor Code</u>.</p>	<p>Initial: _____</p>
<p>I will put my cell phone on silent mode and only answer if absolutely necessary (e.g. monitoring a family emergency). I understand that I am expected to leave the classroom if I must take a call. I will not text message during class. I will be asked to leave and will be considered absent if I do.</p>	<p>Initial: _____</p>
<p>I understand that drinks are allowed but containers should be covered and noise kept to a minimum. I understand that food is not allowed in class unless medically necessary (for diabetes, hypoglycemia, etc.).</p>	<p>Initial: _____</p>
<p>I will inform my instructor of any disabilities and/or any required accommodations before the end of the first week of class (http://www.uncw.edu/stuaff/disability/).</p>	<p>Initial: _____</p>

Signature of Student: _____ Date: _____

Signature of Instructor: _____ Date: _____