

## The Rules

Professor Donna Proper ■ properd@farmingdale.edu

1. **Class starts promptly at 9am.**

At 9:10 the door is closed and there is no admittance thereafter. No Exceptions.

2. **Attendance is mandatory (when we have class and online).**

Breakfast meetings are mandatory. You cannot miss them or you will fail this course. Your attendance via Angel is mandatory. You must log on 3 times per week. You must participate in a meaningful way. Failure to log on the required times will result in a failure of those assignments/discussions.

Weekly discussions run from Monday am until Sunday at midnight. Your initial main post should be submitted on Monday or Tuesday of each week- then participate fully by engaging in discussion on 2-3 separate days during the remainder of the week.

3. **No electronic devices.**

All electronic devices must be turned off during class time and stored away in your bag or under your desk. No headphones on during lectures even if you are not listening to anything. You will not answer your phone or text message during class. If caught, your device will be confiscated until the end of class.

4. **Due dates are not flexible.**

All assignments, including resubmitted assignments, will be given due dates. If your assignment is not turned in on due date, it will not be accepted and you receive an 0 barring exigent circumstances. If you are ill or miss class, you are still responsible for submitting your assignment (either by dropping it off or emailing it). If you submit an assignment via email, you have until the end of the class time on the day it is due (12:00PM). If you are given an extension (due to exigency) the assignment is due by 5pm at the end of the new due date. Failure to turn in the project on the new due date will result in a 0.

5. **Food or drink.**

Food/Drinks are permitted as long as they don't disturb your classmates and/or instructor. Anything brought into class must be discarded properly.

6. **Anything submitted to me will be graded.**

This includes emails and notes left on or under my office door. Your correspondence to me should be in business letter format, spelling and grammar count. Single letters are not to be substituted for full words. Use proper nouns, verbs and punctuation. Remember: your email is a representation of you in the world.

7. **Your assignments are your responsibility.**

I am not responsible to make sure you read the whole assignment. If you do not understand the assignment, of course, ask me to explain further. If you find out that you don't understand when you leave class, email me with questions. You will be given instructions about each assignment. If you don't follow those instructions, it will affect your grade negatively even if your assignment is outstanding. Extra Credit may be available for those students who are interested.

8. **Rules are subject to modifications by professor**

I have read and understand these rules

Student Signature \_\_\_\_\_

Print Name \_\_\_\_\_