

1. **Class starts promptly at 8am.**

At 8:10 the door is closed and there is no admittance thereafter. No Exceptions.

2. **Attendance is mandatory.**

Your absences are part of your class participation grade. You start out with an A in class participation. If you miss 3 classes your participation grade goes down to a B. Three more and it goes down to a C. If you have perfect attendance, 5 extra points will be added to your final grade. In the event that you are absent, please make sure to contact a classmate or me to find out what was covered and to get any assignments.

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 be allowed to listen to music with earphones during lab time only. 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 (9:50 am). 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.**

Absolutely no food or drink is permitted in the computer labs. 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.

7. **Your files are your responsibility.**

You must make sure that your work is saved and stored properly. Student work should be saved in student work folders. You should always back up your work. You should not work off your external disks or hard drives. Anything submitted to me should be in the final form. It is not my responsibility to make sure your assignment is complete. If you have technical problems with a file, see me before it is due—don't email me, the day it is due and say "I hope this works..."

8. **Class time is mine.**

You will not work on any other class assignments during this class. You will not sleep during this class. You will not talk to your friend through the door, via email or text message. Class time is for the current class and I will not tolerate any use of our time for other interests or pursuits. Breaks are at my discretion.

9. **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.

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

I have read and understand these rules

Student Signature

Print Name
