

Welcome. I hope that this course will be a very positive experience for all of us, and I pledge to you to do my best to make it so.

Do not let any fears, anxieties, or previous unpleasant mat experiences get in the way of our progress. I will work with you, both in and out of the classroom, to help you achieve success.

As adults, or adults-in-training, I am sure that you know what is expected of you, but please accept these reminders:

1. Above all, be courteous and respectful.
2. Please be on time.
3. Please come prepared. Bring with you your completed assignment, notebook, writing utensil, book, calculator, etc.
4. Remember a strictly enforced school-wide rule: **REMOVE YOUR HAT BEFORE ENTERING THE CLASSROOM.**
5. Please comply with any reasonable request. This is important. If I ask you to refrain from talking, or to change your seat, **DO SO WITHOUT COMMENT.** If you take exception with any rule or decision I make, please discuss it with me privately. I want to avoid classroom disruptions at all cost.

I believe that people learn better when they are happy. As an active part of my teaching strategy, I usually begin a class with a casual discussion, stories and humor to put all of us at ease.

On a more serious note, here is how the grade will be computed. Tests and quizzes will be administered throughout the semester. I will attempt to remove as much anxiety as possible by telling you exactly what to expect the day before. Tests will count twice as much as quizzes. At the end of the semester, when computing the FINAL grade, the test with the lowest grade will be dropped. Also, averaged in as a test or quiz (to be determined at the beginning of the course) will be an assignment grade. Finally, the final exam will be averaged in @ 20%.

Assignments will be checked on a random basis. If, at any time, an assignment is not completed to my satisfaction, you will receive a zero for that particular assignment. There will be no make up. If you have no zeroes at the end of the marking period, you will have a 100 averaged into your grade average. For every zero that you accumulate, the 100 will drop by 10 points.

Depending on the course, you may be asked to complete the assignment in class.

Finally, Fire drills.

I take safety very seriously. If there is an alarm during our class, leave IMMEDIATELY and go to the pre designated area. Stay together. I will lock the door and meet you outside where I will take attendance.

Please keep this document in your notebook at all times, along with all tests, quizzes, and assignments.

Let's have a great semester.

Revised August 29, 2006