



## How To Succeed In This Class

🕒 **Be Here!** “Wisdom doesn’t come from study. Knowledge does. Wisdom comes from showing up for life”. Have the wisdom to show up for this part of your life. You can't learn if you are not here. If you miss more than two weeks of for **any** reason (including doctor's appointments, road construction, car trouble, bad weather, personal problems, illness, etc.) you will be withdrawn OR will receive a final F grade OR lose 3 pts. for every absence over **6**. Refer to the *MCC Catalog and Student Handbook* about college policy. ***Perfect attendance will earn you 2 extra points at the end of the semester.***

🕒 **Be On Time!** Please be considerate and punctual; chronically walking in late or leaving early is rude and disruptive. **Two** instances of arriving late **or** leaving before the class has concluded will be charged as one absence. **Arriving late means arriving after I've started class.** Please arrange outside appointments and visits before or after this class.

🕒 **Show Respect!** Take this opportunity to join us in a quiet, contemplative learning environment. Disruptions keep us from learning together. I practice the Golden Rule with my classes. I will give you my undivided attention when you speak and I expect the same from you towards your fellow classmates and me. **Please turn off and put away** all cell phones, pagers...any device that may disrupt the class. **DO NOT** wander around the room or leave the room for non-emergency reasons. I will warn you once; failure to respect the class tells me you are not here to learn and you will be asked to leave permanently

🕒 **Be Alert!** If you need sleep, stay home. I'm sure it's much more comfortable. Chronic sleeping in class is rude and will count as an absence. Being in the classroom physically does not count as actively participating. I'll warn you once.

🕒 **Make Deadlines!** Assignments are due when they are due. Late work will be penalized one grade off per **day** late. No work will be accepted past a week late. The final paper will not be accepted late. If you have to miss a class, you are responsible for obtaining any handouts or information discussed in class. If you want to know what happened in class, ask your classmates. I put all handouts in a class folder next to my office door. *There is no such thing as make-up work in this class unless you make arrangements ahead of time. We conduct this class once; you're either here or not.*

🕒 **Communicate!** If you have any documented special need that may be a result of a disability, please let me know immediately so we can make the necessary arrangements. Or, if you're feeling overwhelmed or unsure of your progress, *talk to me*. I can't help you if I don't know what concerns you.

📌 **Be Honest!** Academic honesty is a basic requirement to succeed in any class at MCC. If I discover that you succumbed to cheating in any form, you will either receive a reduction of the assignment grade or an automatic final course grade of "F" with the college determining continuing penalties. You may review that policy in the [MCC Catalog & Student Handbook](#).



**What You Can Expect From Me:** I love teaching and learning so I do my best to provide you with an informative, interesting and challenging learning environment. You can expect that I'll:

- 📌 Arrive in class prepared and on time
- 📌 Learn your names as soon as possible
- 📌 Make myself available to you during office hours or appointments
- 📌 Provide you with a schedule of assignments and due dates
- 📌 Give timely feedback on any handed-in work