

Print Name: _____

My Policies & Your Responsibilities!

FROM: Larry Dumais, Professor

I know that the majority of you know and understand these policies and responsibilities, however due to past experience with students who try to take advantage of any loopholes I might have left open, I have tried to spell out my policies as clearly and concisely as possible in this memo.

TEXTBOOKS: The textbook listed in the syllabus is the one that I will be using for my lectures and the homework assignments. If you have another book that you like and can get access to the questions and assignments that I am using that is fine with me *however* it is your responsibility to cross reference answers that I supply. *I am not required to supply you a textbook, any required paid Internet course access, paper, pencils, pens or a calculator.* It is your responsibility to provide yourself with these items.

COMPUTERS: It is your responsibility to provide or borrow access to a computer with accommodations for Linux, Apple or other non-Windows set-ups. It is not my responsibility to supply you with these things.

INTERNET ACCESS: It is your responsibility to get access to the internet. You can use the school library, the school computer lab or a friend. I am not required to provide you with a working Internet connection.

ATTENDANCE: It is *your responsibility* to manage your enrollment status! I am not required to drop you for 3 unexcused absences or a week with no contact. **I will** drop students who have missed the first class session, or who have 3 unexcused sessions and/or who have not turned in any work or kept in touch with me for longer than a week. **However**, do not *count* on me to drop you on time. I will give you an “F” at the end of the semester if you are still enrolled in my class and as stated above it is your responsibility to manage your enrollment status. If you do not wish to be dropped, stay in contact with me at least once a week, or I may drop you and/or give you an “F” on overdue assignments. It is also your responsibility to let me know every week what your intentions are for completing the coursework when you have difficulties in your life.

GRADING: I am not required to accept your late work and it will **NOT** be accepted except by arrangement with me *prior* to the due date. If you do not get the textbook on time, get your financing on time, get your computer repaired, your car going, have trouble making arrangements for work and/or child care, or whatever issues you can think of, it is not my responsibility – it is yours.

CHEATING: You are not allowed to use anyone else’s answers and/or work. This is cheating. If you turn in someone else’s work to me for a grade you will receive an “F” for the assignment and/or an “F” for the course.

IN SUMMARY

Textbooks and other required supplies Your responsibility, not mine

Computer and Internet Access Your responsibility, not mine

Attendance and enrollment status Your responsibility to keep in touch with me, I do not have to keep in touch with you

Grading and Assignments -Your responsibility, not mine

I have read and understood these policies and responsibilities _____