CIS M53 – Systems Analysis
Student Contract

I. ___________________________________________, promise to do the following:

1. Attend class regularly.
2. Come to class on time (6pm).
3. Stay the complete class (until 9:50pm).
4. Take notes as needed.
5. Pay attention to person presenting.
6. Participate in team activities.
7. Study for tests.
8. Do homework before coming to class.
9. Read chapters before the lecture.
10. Read and abide by classroom policies and procedures (a sheet handed out separately).
11. Meet with team members as necessary.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

In return, your teacher agrees to do the following:

1. Start the class on time.
2. Take attendance each meeting and after break.
3. End the class at the appropriate time.
4. Make material interesting.
5. Assign homework that is meaningful and useful.
6. Prepare students for tests and assignments.
7. Answer student questions.
8. Create tests which fairly evaluate student progress.
9. Maintain office hours as described on information sheet.
10. Return phone calls during office hours.
11. Return e-mail during office hours provided the Subject line reads “CIS 53”.
12. Help individuals and groups as needed.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Signature ___________________________ Date ______________
CIS M53 – Systems Analysis

Survey – Please return to instructor before leaving class

Name ___________________________________________  Phone # ___________________ (only for instructor to contact you)

Class (Circle One)   T(night)   MW   TTH   Time: ________________

How do you learn best?  □ Reading  □ Doing  □ Listening (Examples)

Other (Please Specify) ____________________________________________

I personally own a computer?  □ Yes  □ No

Does PC you use have internet?  □ Yes  □ No  What type? _________

I have an e-mail address?  □ Yes  □ No

e-mail ____________________________________________

How do you measure success? _________________________________________

Comments (Why are you taking the class?, What do you want from the class?, Experience with computers, and Something about yourself). Be specific – give details:
CIS M53 – Systems Analysis

Instructor Information – Mary Mills

Office Hours, T213E:

- Monday: noon – 1pm & 5pm-6pm
- Tuesday: 9am-10am
- Wednesday: noon-1pm
- Thursday: 9am-10am

Phone Number: 378-1400 extension 1687 (checked during office time)

E-mail address: mmills@vcccd.edu (preferred) or m.lm.teach@pacbell.net (personal)

Any communication using e-mail should include your name, class & meeting times

E-mail is only checked Monday-Thursday during my office time

Website: http://www.moorparkcollege.edu/~mmills

Please note from time to time there may be changes made to the website.

Class Rules/Policies

1. Start and End on time – Students will be ready for class before it starts
2. Reading will be completed BEFORE class
3. Quizzes may be given at any time – be prepared. There are no make-up quizzes.
4. Phones on vibrate only. Phones off and put away during exams.
5. No Side talking and passing notes – share comments with the whole class
6. One person talking at a time (don’t interrupt others)
7. Students will be respectful of ALL people in the class. No profane language.
8. Feet belong on the floor not on other chairs. Do not rearrange desks/chairs for your comfort.
9. No computer usage during lectures (including laptop, cellphone, and PDA usage)
10. Assignments turned in via e-mail will be contained in the body of the e-mail. Attachments will NOT be accepted.
11. Students must participate in class activities/lectures to get participation credit.
12. All extra credit must be typed with your name, course # and class meeting time. No hand written assignments will be accepted – except test review sheets
13. Extra credit MUST be turned in at the start of class – before roll is called
14. Extra credit will not be accepted late for ANY reason. If you can’t come to class, e-mail the assignment before class time with the course number (ie CIS16) and the title of the extra credit in the subject line of the e-mail. Be sure to include in the body of the e-mail:
   - your name
   - course #
   - class meeting time and days
   - completed assignment (in the body of the e-mail - no attachments!)
   - Assignments must be sent BEFORE class time begins
   - The assignment will not be considered turned in if the above guidelines are not followed. No exceptions.

If the above rules are not followed it can result in dismissal from class, reduced points, or grade reduction.

Other Information: A great resource is The Learning Center, Math Center, and Writing Center which are located on the third floor of the Library Learning resources building. The Centers provide tutorial services, print and media resources, and supplemental instruction based on course goals. Students will need to provide their student ID numbers when receiving tutorial services. Appointments are recommended for tutorial sessions at the Writing Center. For further information call The Learning Center (805) 378-1556 or visit the website at http://www.moorparkcollege.edu/services_for_students/learning_center/