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.
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 tablet usage)

10. **Exam rules:** Nothing on the desk. Phones off and put away. No smartwatches allowed.

    Nothing in the ears. No talking or looking at other’s exams. Place serial number and name on answer sheet. No leaving classroom while taking exam you need to go to the restroom before exams are started. Use pencil. Be sure to **completely fill** in only one answer per line. Chairs will be rearranged for the exam.

11. Assignments turned in via e-mail will be contained in the body of the e-mail and mailed at least one hour before class starts. **Attachments will NOT be accepted.**

12. Students must participate in class activities/lectures to get participation credit.

13. 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.

14. All assignments MUST be turned in at the start of class – before roll is called.

15. Extra credit will not be accepted late for ANY reason. If you can’t come to class, e-mail the assignment one hour before class time with the course number (ie CIS16 class time/day) 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 one hour **BEFORE** class time begins
    - The assignment will not be considered turned in if the above guidelines are not followed. No exceptions.

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

I, ____________________________ have read and understand the policies of this class. By signing this agreement, I agree to follow and adhere to all requests from the instructor. In addition, I understand that submission of assignments via e-mail can only be within the body of an e-mail, no attachments will be accepted. If an attachment is submitted it will be deleted and no credit will be given for the assignment. **ALL** assignments are due before class begins.

I have a copy of these rules on the Instructor Information sheet so I may review them anytime throughout the semester. I promise to keep the information sheet in a safe place so I can refer to the information at any time.

__________________________________________  ____________________
Signed                                              Date
Please complete the back of this page as well.

Survey – Please return to instructor before leaving class

Name ___________________________________________ Phone # ___________________

(only for instructor to contact you)

Class (Circle One) M(night) T(night) MW TTH Friday 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 – answer all items (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 M16 – Introduction to Information Systems

Instructor Information – Mary Mills
Office Hours, T213E:
- Monday: noon(12pm)-1pm
- Tuesday: 11:30am-12:30pm & 5pm-6pm
- Wednesday: noon(12pm)-1pm
- Thursday: 7:30am-8:30am

Phone Number: 805-553-4191 (checked during office time)
E-mail address: mmills@vcccd.edu

Any communication using e-mail should include your name, class days & 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.
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 tablet usage)

   Nothing in the ears. No talking or looking at other’s exams. Place serial number and name on answer sheet.
   No leaving classroom while taking exam you need to go to the restroom before exams are started. Use pencil.
   Be sure to completely fill in only one answer per line. Chairs will be rearranged for the exam.

11. Assignments turned in via e-mail will be contained in the body of the e-mail and mailed at least one hour before class starts. Assignments will NOT be accepted.
12. Students must participate in class activities/lectures to get participation credit.
13. 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
14. All assignments MUST be turned in at the start of class – before roll is called
15. Extra credit will not be accepted late for ANY reason. If you can’t come to class, e-mail the assignment one hour before class time with the course number (ie CIS16 class time/day) 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 one hour BEFORE class time begins

The assignment will not be considered turned in if the above guidelines are not followed. No exceptions.

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/departments/student-services/the-teaching-and-learning-center