



Classroom Expectations

Klaas Business Lab

Student Behaviors

- Be in your seat, logged on, learning materials prepared and ready to learn when class begins.
- Be prepared
 - Have materials with you and know due dates.
- Be a polite and positive participant
 - Speak in a normal tone of voice and listen attentively.

Student Behaviors

- Be productive
 - Turn in your own work on time and do your best.
- Be a problem solver
 - Correct problems quickly and peacefully before they escalate.
- Be creative

Show Respect

- Be responsible with property and belongings
- Use quiet voices
- Raise your hand if you have a question
- Don't use cell phone in class, save music players for non-lecture moments.

Show Respect

- Value yourself
 - Be honest and ethical
 - Practice strong moral values.
- Keep work area clean and organized
 - Leave it in better shape than you find it
- Honor the ideas and opinions of others
- Offer to help

Course Articulation with LCCC

- All courses (except Accounting) are articulated with LCCC
- Students must pass LCCC reading test.
- If students fail, it will be part of their permanent LCCC transcript.
 - Students can drop from the LCCC class before that happens
- Courses articulated:
 - OTEC 152 (CCS)
 - CGRD 142 (Web 1)
 - Web 135 (Web 2)
 - CIS 135 (Information Processing)

Responsibility for Coursework

- Computer classes require students to logon to the school network immediately and open the required software.
- Do your own work.
 - Offering assistance if someone is confused is encouraged
 - There is a difference between helping and doing or taking others work
- Most work is done within class.
 - IA can be used for makeup work.
- Listen carefully for due dates and submit coursework on time. If dates are unclear, ask.

Promote Lifelong Learning

You can develop lifelong learning traits:

- By showing curiosity about human nature and how the world works.
- By seeking and valuing diversity.
- By persisting in seeking out new solutions.
- By using your unique talents and intelligence to promote positive change.
- By learning and applying technology tools to solve problems.

Policies

- Food, gum and beverages are not allowed in the classroom
- Please be in your seat when the bell rings
 - Logon to the school network, and open the appropriate software
- Absences
 - Use IA to get makeup work. Ask a classmate what we did
 - Each absence has a one-day grace period
- Substitute teacher assignments carry as much weight as all others.
 - Show respect and courtesy when substitutes are present
- Students can listen to music when the teacher is not lecturing. Keep one ear open so that you can hear additional directions
- This is not a time to check Facebook status or personal email

Grading

- Grades are based on:
 - Class participation (effort)
 - Completion of assignments (daily work)
 - Mastery projects and exams
- Grades are posted online and updated frequently
- Lewis and Clark classes have the grading scale shown

Our Grading Scale

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

Computer Lab Rules

- Computers are for academic use only.
- Don't raise chairs up and down. It breaks them and we want them available for future use.
- Place books on the book stands at the back right side of computer when finished using.
- Don't roll around the room in chairs. Remain at your work station at all times.
- No gum, food, drink
- Wash hands so that germs do not spread on the keyboard.

Saving and Printing

- Save documents on the student network
- When the class is finished with an assignment, I will inform everyone how to submit electronically or with print
- Place a header on all documents
 - include file name, date, and student name
- Do not print for personal purposes

My Pledge to Students

- I will trust you until you give me reason to do otherwise.
- I will respect you and work with you to solve problems.
- I will promptly correct and offer feedback on your work.
- I will work with you to develop employability skills so that you can be successful in life.
- I will offer extra help and alternative assessments when necessary
- I will listen. If I don't, gently remind me.