

STUDENT AND FACULTY AGREEMENT

The Coleman College for Health Sciences of the Houston Community College System works to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester.

You should expect the following from the instructor:

Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and SCANS competencies.

Be available to meet with you, either before or after class, or by appointment.

Discuss with you any problems that you have that relate to the class.

Treat you with courtesy, even when there is disagreement.

Be on time and prepared for class.

Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

Be in class 100% of the time. If you are absent or late more than 12.5% of the course, you may be dropped from the class. (Distance Education and hybrid course students should see the course syllabus for specific attendance requirements.)

Be on time and prepared for class.

Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.

Behave appropriately in class. This means the following:

- While the instructor is lecturing, there should be no talking to other students
- Leaving the classroom during class is not acceptable
- You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
- Working on other class work during class lecture or discussion time is not acceptable.
- Children are not allowed in class.
- Phones or beepers must be turned off during class.
- Bringing food or drink into classroom is forbidden.
- Bringing weapons to class is not permitted.
- Sleeping and dozing in class is not permitted.
- Using derogatory or vulgar language is not permitted.
- Purchase required textbook and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on grades often and discuss concerns early. **Do not wait until the last week of semester.**
- Seek the assistance of available tutoring services.
- Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy.

HCCS offers computing resources for use by currently enrolled students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

Anyone under 17 yrs of age is not allowed to use computers, except for Student Services events. Visitors (non-students) may use computers in the Library according to the library policies.

The Health Science Computer Center reserves the right to monitor print jobs and manage instructional supplies with quotas and a fee system. Printing accounts are issued from course rosters submitted by faculty.

No food or open drink containers are permitted inside the computer labs.

Students will be respectful to staff and other students.

Abuse of equipment, facilities, and policies will result in disciplinary action.

Disruptive behavior may result in Security being called. Disruptive students will be removed from class and may be dismissed from class or program.

To inform yourself of all policies, the college expects you to read the college catalogue, college handbook and program handbook.

If you experience any problems with your class, please discuss the problem with your instructor and/or advisor. If this is impossible, please contact the department chair _____, whose telephone number is _____. Faculty Signature/Date: _____ Student Signature/Date: _____