

**PROFESSIONALISM:** You are expected to conduct yourselves in a professional manner, as in any business setting. Important aspects of professionalism include:

**Limited and appropriate use of laptop computers and other electronic devices (e.g., cell phones or iPads)** : Students ~~not~~ permitted to use their laptops or other electronic devices during class unless it is to take notes in class or unless it is for some other purpose expressly authorized by the professor. If in ~~class~~ **ask the professor** . Specific violations of laptop or electronic device use include, but are not limited to, the following: any kind of texting or email; making notes/preparing for another class; web-browsing; shopping, etc. This policy will be strictly enforced. Cell phones may **NOT** be used in class (turn them off when you arrive).

**Arriving to class on time; and minimizing bathroom breaks.** It is disrupting to both professors and other students when during class multiple students at various times walk in front of the professor in the middle of the class lectures and discussions.

**Preparing for class** : As an example, failing to pick up handouts distributed in class will be duly noted.

**Refraining from complaining** : Whining about projects, exam format, workload, grades, and due dates does not make a good impression.

**Engaging in ethical behavior** : This includes, but is not limited to, 1) not cheating on quizzes ("borrowing" someone else's quiz notes, looking at another student's quiz); 2) not cheating on exams; and 3) not asking the professor to make "special exceptions" (i.e., bend the course rules) for you.

**Respecting others' time** : After the initial class meeting, please do not ask questions which are readily answerable via the course syllabus; it is disrespectful of other students' time. Most students have carefully read or will read the syllabus by the second class meeting and do not want to spend class time reviewing material that they already know. Obviously, if you have a question about something on the syllabus, please approach the professor about it before or after class.

**Meaningful class participation during class time:** Class is greatly enhanced by robust student participation and observations. (On this point, please note that quality is more important than quantity.) Questions and/or meaningful comments are always very welcome. Excessive (or rude) commentary, however, is not welcome. You don't want to be "that guy" or "that girl" (we all know who they are).

**Work:** - For each chapter we cover in class, there is an online quiz containing 10 to 15 questions. These quizzes must be completed **before class starts** on the date of the in-class quiz. You are expected to do each homework assignment and turn it in on.

## **PROFESSIONALISM POINTS EXPLAINED**

**BASELINE ON PROFESSIONALISM COMPONENT OF GRADE:** Each student begins the course with a baseline of 80 points out of 100 (i.e., 80%). If a student attends all classes, does all the homework assignments, and nothing remarkable occurs one way or the other he or she will receive 80 points. Notable behavior or performance one way or the other can decrease the points all the way down to 0 (yes, zero) points or increase the 80 points up to a maximum of 100 points – although getting all 100 points would require perfect attendance and sustained extraordinary performance throughout the entire semester. Accordingly, a student achieving all 100 points is an extreme ~~circumstance~~ **circumstance**.

**to increase his or her professionalism points beyond the average of his or**

In essence this means that, barring extraordinary circumstances, an earned increase in the professionalism score beyond 80 points is likely to be capped at the average of a student's exam performance. **[CAVEAT:** Poor attendance, poor quiz performance, failure to do the homework or other significantly bad behavior can result in the loss of ALL 100 possible professionalism points – and this has occurred in the past.]