

# ***PROGRAM COVENANT***

## **1. Substantive Issues Regarding Learning**

### **A. EXPECTATIONS OF THE STUDENT:**

- Attend all program activities on time and prepared to participate.
- Contact me in advance by phone or e-mail if you will be absent from class or will miss an appointment. In the event of an absence, you are agree to get notes and be current with activities from classmates.
- Complete all assignments and readings on time and with integrity, giving credit to those whose ideas you use or words you quote. Plagiarism is a serious academic offense and will result in the loss of credit and possible expulsion from the program.
- Contribute your share when involved in collaboration and make every effort to communicate necessary information to your team members.
- Abide by the social contract and Sexual Harrassment Policy.

### **B. EXPECTATIONS OF THE FACULTY:**

As your faculty, I agree to:

- Conduct and/or participate in lectures, workshops, and presentations as needed and attend activities I expect all of you to attend, unless absent due to illness.
- Review your assignments and evaluate them in a timely manner.
- Be available for conferences with you during office hours or by appointment.
- Respect any differences of opinion or interpretation we may have and be open to your suggestions.
- Abide by the Evergreen Social Contract and Sexual Harassment Policy.
- Complete formal evaluations of you at the end of the quarter, in the context of individual conferences.

**B. FACTORS TO BE COUNTED IN THE EVALUATION PROCESS.** Students understand that they will be evaluated at the end of the quarter for the following: satisfactory completion of assignments; active participation in seminars and workshops; improvement of academic skills, demonstration of understanding of the themes, issues, and problems under discussion, and effort made to work collaboratively, particularly in difficult situations. The faculty member will form evaluations by examining the writing students submit, the contributions they make to discussions, all projects and presentations, and the strength of their self-evaluation.

**C. LEVEL OF PERFORMANCE EXPECTED OF THE STUDENTS.** The faculty member shall assume that students have well-rounded college level skills. In case of deficiencies in basic skills, students are expected to work with the Learning Resources Center. The faculty member does not assume that students initially will be conversant with critical terminology or special techniques for discussing the works to be assigned. It is assumed that by the end of the program, students will have developed the ability--both in the terminology appropriate for more advanced discussion and in their own works--to think, to speak, and to write about the issues and themes of the program. In addition, they will have improved their ability to participate in the collaborative intellectual activity of the group research and presentations.

## 2. Procedures and Conduct

**A. EVALUATION OF STUDENTS.** Incomplete status will be granted only for reasons of family crisis, illness, or similar emergencies. Evaluation conferences will be held at the end of the quarter. *Credit is not the same as positive evaluation.* Students receive credit for fulfilling minimum requirements and standards. The evaluation is a statement describing the quality of the student's work. It is possible for a student to receive credit but receive an evaluation that describes poor quality work. It is also possible for a student to attend regularly yet receive no or reduced credit because of unsatisfactory performance.

**B. EVALUATION CONFERENCES.** Students agree to be available for end-of-quarter evaluation conferences with the faculty member during evaluation week. If an unforeseen event or circumstance prevents this availability, students agree to inform the faculty member as soon as possible and to make alternate arrangements for a conference.

At the evaluation conference, the faculty and each student, individually, will discuss the student's self-evaluation and the faculty evaluation of the student. Students will submit a draft self-evaluation before the conference and a final, typed, formal self-evaluation by the end of evaluation week. Students will also submit a final, typed, formal evaluation of the faculty member at the end of the quarter. Students who for any reason are concerned about faculty fairness may opt to submit the evaluation of the faculty member to the program secretary and ask that it be held until the faculty member has submitted his student evaluations.

**C. GRIEVANCE PROCEDURES.** If a student has a grievance regarding the faculty member or another students, the following steps to resolve it must be taken in the order listed:

1. Take up the concern with the party or parties involved in the grievance.
2. If the grievance involves another student(s) and still is not resolved, meet with the faculty member to discuss it.
3. If still not resolved, meet with an academic dean.

D. **CREDIT.** Eight (8) quarter hours of credit will be awarded in most cases for satisfactory completion of program requirements. Partial credit may be granted if full credit is not warranted.

E. **STUDENTS MAY BE ASKED TO LEAVE THE PROGRAM.** If a student repeatedly disrupts the attempts of others to learn, the faculty member will warn the student that continuation of this behavior will result in his or her dismissal from the program. If the behavior continues, the faculty member will ask the person to leave the program at once.

F. **RECREATIONAL DRUG USE.** Any recreational drug use at a program event will be grounds for immediate dismissal from the program.

G. **CELL PHONES.** Students will be expected to mute any cell phones in their possession while in the classroom. Disruptions by ringing phones will not be tolerated. Students may not leave the classroom to take or make phone calls when class is in session.

H. **SCENTS.** In order to protect the health and well being of students, staff and faculty, the college prohibits the wearing of scents in campus buildings.

By continuing in this program and signing this document, each student recognizes that it represents the ground rules governing the program.

Faculty: Mark Harrison

Faculty signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student (print name legibly):

\_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_