**HOW TO SUCCEED IN THIS COURSE**

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| **1) Be here.** | If you miss a class, it is up to YOU to find out what you missed. Valid absences must be validated (by phone or by note) at the main office.  |
| **2) Be on time.** | Punctuality is a skill that is extremely important not only in school, but in the work world! Repeated lateness will be addressed with the appropriate consequences. |
| **3) Be ready to work.** | When you are in class, you are expected to be alert, participating and actively working on the task for that day. Please bring the supplies to class to work each day.  |
| **4)** **Be sure your electronic items are turned off.** | All personal electronics (ex. cell phones and ipods) must be **turned off** and **put away in your bag** once class begins. During work periods, you may listen to music individually with your headphones. Otherwise, I should not see your technological devices.  |
| **5) Be respectful.** | Behave like the fine young adults that you are. Treat the classroom environment with respect. This includes desks, chairs, textbooks, and the people in it. Inappropriate language will not be tolerated.  |

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| **6) Be aware of due dates.**  | Please adhere to due dates as this is another important skill that you will need in the work force.If you are absent for a long period of time, or on the day of a presentation or due date, it is your job to talk with me when you return to discuss alternative arrangements. |
| **7) Be original – don’t copy.** | Plagiarism is copying. Plagiarism is stealing. Plagiarism is when you use someone else’s information without giving the true source. Plagiarism is a serious offence with serious consequences. Plagiarism may result in the involvement of your vice-principle and doing an alternative assignment. |

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*Have a great semester!*

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