1. You have paid tuition for this course and attendance is expected, therefore absences are not excused. Simple courtesy suggests you’ll notify me in advance on those occasions you choose not to attend class.

2. Written assignments are due as scheduled on the syllabus. Late assignments are not accepted without special permission from the professor.

3. Cheating and plagiarism are not tolerated.

4. AMERICANS WITH DISABILITIES ACT: Any student whose disability falls within ADA guidelines should inform me at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services and/or Academic Support Center. If you have questions, call Student Development at extension 7800.

5. A maximum of ten (10) points extra credit may be earned in two ways:
   A. One (1) written critique of an out-of-class speaker will be accepted for a possible ten (10) points maximum.
   B. You are encouraged to seek out and accept speaking engagements. Please invite me to hear you and receive extra credit of up to ten (10) points. Videotapes of presentations I cannot attend will be accepted. If my attendance or videotaping the presentation is not possible, we will attempt to identify an audience member who can complete an evaluation form. That person may be another professor or a student who previously has taken Communication 140. You may earn up to a maximum of ten (10) points extra credit for outside speaking engagements.

6. Periodically, you’ll receive the names of speakers coming to West Michigan for the Chamber of Commerce, Rotary, AdClub, BPAA, or the Economic Club of Grand Rapids. You may want to attend some of these presentations based on your professional career interests. If the meeting you choose to attend includes a fee for meals, you must cover those costs. You will also need to provide your own transportation and some of these meetings may be held in Grand Rapids. Please notify me at least one (1) week in advance of the meeting. This is an excellent way for you to begin networking with West Michigan business professionals.

7. You may call me anytime between the hours of 8:00 a.m. and 10:00 p.m. If I don’t pick up, please leave a message.

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