As a student, I understand that I am responsible for my own success. By signing this contract, I agree to:

- Show up for class every time, on time, and be prepared
- Get the Syllabus, refer to it often, and know its requirements
- Be respectful of the instructor and my classmates
- Participate in class, be an attentive listener, and connect with other students for study groups to enhance my learning
- Remember to keep all of my electronic devices off during class periods
- Construct speeches and outlines carefully and be prepared to present them on time
- Avoid plagiarism by acknowledging the source of any borrowed material that I use in my speaking and writing
- Ask the instructor if I have questions regarding plagiarism
- Take exams at designated times
- Ask questions regarding assignments and examinations and take advantage of office hours
- Set priorities (study time, work, etc.), keep my expectations realistic, and not bite off more than I can chew
- Realize that there are many resources available to me: (Library, Counseling, Financial Aid), &
- Earn my grade (not argue for it).

Signature of student

Print Name

As faculty, I understand that I am responsible for guiding my students toward success. By signing this contract, I agree to:

- Be on time for every class—stay the whole class period—end on time
- Attempt to learn students' names
- Be prepared
- Hold office hours
- Return messages in timely manner
- Return feedback from speeches and their outlines in a timely fashion
- Be willing to answer questions in class, via email, and during office hours
- Stay focused on material
- Be tolerant, fair, respectful, and transparent with grading
- Identify available resources
- Clearly explain expectations, grading policy, and testing procedures, &
- Clarify the meaning of plagiarism, provide students with the means to avoid plagiarism, and make clear the consequences of plagiarism.

Signature of faculty member

* Adapted from the Palomar College Faculty Senate “Student—Instructor Contract” 2008.