

Distance Learning Contract

You have chosen to take a computer science course as a distance-learning course. The format of a distance-learning course requires certain expectations of its students so that they may successfully master the course requirements. Below is a collection of statements that are intended to explain the responsibilities and expectations of students that choose to take courses in distance-learning format. Please read the statements carefully, initial where required, and sign **the contract by typing your name in place of the highlighted text at the end of this document**. Keep a copy of the contract for your own records and **submit a copy to your professor by the stated due date**. This assignment will serve 2 functions. It will notify me that you have read the appropriate course information, and it will serve to let me know that you understand the expectations of being a student in this course.

Contract

1. I have read the course announcements, syllabus, and associated handouts in the Blackboard course container to understand the course requirements and expectations including any minimum equipment/software needed to access my course online.
2. I am comfortable with the skills needed to succeed in an online course such as sending emails with attachments; posting assignments; finding resources on the Internet; and navigating through Blackboard and Tegrity.
3. I will, at a minimum, login to my online course weekly and will meet the participation requirements as provided by the professor of my online course.
4. I will obtain my books, software, and any other required items for this online course in a timely manner. Not having the text(s) is not an excuse for failure to do assignments. In addition, all other readings are in BlackBoard for reading.
5. I understand that **ANY** computer with Internet access (including ASU campus computers) can be used to continue coursework and "home computers" being serviced will not be accepted as a reason for not completing coursework, or assignments. Therefore, I have a **back-up plan** if my computer malfunctions, so that I do not miss any assignment deadlines. **INITIAL HERE:** _____
6. I am a self-directed and self-motivated person who completes assignments on time. In the event that I do not keep up with course assignments and activities, I understand I will need to file an official drop request prior to the final withdrawal date to avoid receiving a failing grade in the course. I understand that **LATE WORK IS NOT ACCEPTABLE**, and that there is a three-day grace period where late assignments will be accepted with a 25% deduction from my grade for each day that an assignment is late. Assignments submitted more than three days late will receive a grade of 0.
7. I will not copy material from the Internet to answer my assignments. I understand that this is considered to be "academic dishonesty" and can result receiving a grade of F in the course at the end of the semester.
8. I will not ask former students who have taken this class to share their work with me.
9. I understand that assignments will be submitted through SafeAssign and anything that is shown to have more than 25% similarity will be given a grade of 0 after the professor has reviewed the submission to verify the similarity percentage.
10. I understand that I cannot send assignments to my professor by email when I forget to do them by the due date, and that all assignments are to be posted in BlackBoard under the appropriate "assignments" link. I understand that all assignments are to be submitted via BlackBoard (unless otherwise specified).
11. I understand that I must submit all assignments in the format and with file names as specified in the deliverables instructions of each assignment. If the deliverable instructions are not followed, I will receive a point deduction on the assignment with the points deducted computed from the number of times I fail to correctly follow submission instructions.
12. I understand that vacations, holidays, or special occasions that occur during the term do not provide reasons for not accessing BlackBoard or meeting due dates.
13. I will not collaborate with other students by email, cell phone or other means to obtain answers to any assignments or exams.
14. I understand that the grade I receive in this course will depend upon the amount of time I am willing to spend reading lesson material, watching video lecture sessions, answering assignments, preparing for and taking exams, and participating in all class activities.
15. I understand that it is my responsibility to notify my professor of any extenuating circumstances (family death, divorce, health problems, etc.) that may affect my meeting of assignment deadlines in this class. I also understand that this must be done in a timely manner when the event occurs. If it is not done in a timely fashion (i.e. waiting until the end of the semester), I understand that my grade will stand as is. **INITIAL HERE:** DH
16. I understand that getting/not getting a refund for tuition if I drop/fail the course plays no role in the grade I will receive. I further understand that tuition refunds are not the responsibility of my professor.

17. I will refer to the “syllabus” periodically to remain familiar with class expectations.
18. I understand that I may email my professor at any time relative to class material, explanations, or other class related matters. I will also set my email settings to not filter junk emails so I can receive emails from BlackBoard (if your email filters junk email, it sometimes prevents BlackBoard emails from going through). **I will also provide my full name, student ID number, and class name in each email I send my professor.**
19. I understand that my professor has office hours, that these hours can be found on the syllabus, and I can meet/talk with them during these time periods. However, I also understand that other meetings (administrative and with other students) may be taking place and it is best to always set at appointment ahead of time.
20. I understand that it may take up to 48 hours before an email sent to my professor is read or phone message is returned. I will practice professionalism in waiting for a response to be sent. **In addition, I understand that I am to use my Athens State University email account in all email correspondence with my professor.**
21. Should I decide to drop my online course, I understand it is my responsibility to do so by filling out the form available under the Admissions link at www.athens.edu . I will communicate to my professor if I decide to drop my online course.
22. I agree to use language appropriate to an academic setting in emails related to my online course and assignments (complete sentences, grammatically correct, no texting abbreviations, etc.).
23. I understand that information exchanged among students in my online course should be considered confidential and not shared outside of the online course.
24. I understand that points will be deducted from assignments that do not follow the guidelines. I also understand that I have access to these guidelines.
25. I agree to submit assignments as instructed through the appropriate BlackBoard link. If assignments are not submitted as instructed, I understand that it will not be accepted for grading and will receive a 0.
26. I understand that the items that I submit for grading on BlackBoard are not weighed the same and that Blackboard does not take this into consideration. I understand that I must calculate my own grade for the class and not rely on the grade that BlackBoard states that I have. **INITIAL HERE:** DH
27. I understand that technical problems submitting assignments or accessing course material must be reported to the Athens State Help Desk: 256-216-6698 helpdesk@athens.edu
28. As stated in ASU’s catalog about academic honesty/dishonesty, “It is the responsibility of every student at Athens State University to be familiar with the honor code. It shall be the responsibility of every student at Athens State University to obey and to support the enforcement of this honor code which prohibits lying, cheating, or stealing when these actions involve academic procedures, or when these actions involve any student or University personnel acting in an official capacity.” I also understand the concept of plagiarism and acknowledge that engaging in plagiarism will result in a failing grade for the course. **INITIAL HERE:** DH
29. I understand that if I have a disability that will require special attention or accommodation, I should inform the professor as soon as possible, preferably within the first week of class.
30. I agree to have my identity verified when taking assessments such as assignments, quizzes, and exams on-line. My identity will be verified by a third party who will ask me several personal questions to authenticate my identity. I have read and understand the ASU student code of conduct. I will not give my computer login or password to any other individual and will not be assisted in the assessments of this course.
31. By typing my name/date in this space I agree to the above and understand that I will be held accountable for the information presented.

Devin Hardy

8/16/2021

Signature (Student Name)