

# CE 150/L MEMORANDUM OF UNDERSTANDING

## STUDENT RESPONSIBILITY

Over several years of teaching, we (the instruction staff) have come to the conclusion that we need to give you (the students) a concrete set of expectations both in terms of what we expect from you, and what you can expect from us. While this document is certainly incomplete and will not be able to cover all possible scenarios, we hope that you will use it as a set of guidelines to properly set your expectations, and thus endeavor to meet them.

1. You are an adult, and we expect you to behave like one. Your success (or failure) is your own responsibility.
  - a. It is your responsibility to learn the material covered in the class
  - b. It is your responsibility to adequately prepare for the class, e.g.: keeping up with the readings, etc.
  - c. It is your responsibility to turn in assignments on time, in the right format, in the right place, and to verify that you did so (especially for electronic submissions). Follow assignment submission instructions and make sure your assignments are properly submitted.
  - d. It is your responsibility to figure out date/time/location for labs, exams and other class related events; e.g., failure to show up for an exam, project demo, etc means you fail the exam, demo, etc.
  - e. We will not accept late assignment submissions.
  - f. It is your responsibility to try and solve problems by yourself first, if you cannot, then it is your responsibility to seek help.
  - g. It is your responsibility to ask questions if something is unclear or you don't understand.
2. Time management is your responsibility. You will need to figure out how to allocate your time to cover all that you need to do.
  - a. You will need to manage your distractions and prioritize your work.
3. It is your responsibility to come to lecture and lab sessions, pay attention, and take notes (lecture videos, slide copies, etc. are provided as a courtesy).
  - a. It is your responsibility to get to lecture on time.
  - b. It is your responsibility to come to lecture ready to learn.
  - c. Don't expect that watching the lecture videos or reviewing the handout notes to be the same as being in lecture.
  - d. If you have feedback, give it directly and in a timely fashion (we are always trying to improve the quality of our instruction).
  - e. Office hours are for additional questions and/or feedback.
4. You do not deserve any particular grade; it is up to you to demonstrate mastery of the subject.

5. Complaints about grading and/or requests for more points will subject you to a full regrade.
  - a. Mathematical errors on our part will be immediately resolved.
  - b. Likewise any work you did which we somehow missed will be graded appropriately.
  - c. Subjective calls on points for a given piece of work will be balanced against all such subjective calls on all your work.
6. You are expected to conduct yourself with respect, dignity, and bearing commensurate with a student of an institute of higher learning.
  - a. This applies to both in person interactions as well as online.
  - b. This applies to conduct with your peers as well as conduct with your instructional staff.
7. The time and effort required to succeed must come from you; no one else can do it for you.
  - a. This is beyond lecture/lab session time.
  - b. This is where/when you learn the material in addition to lectures and lab sessions.
  - c. You will get out of your education what you put in.

## EXPECTATIONS OF THE INSTRUCTIONAL STAFF

We are human, and subject to all of the human failings. However, we will do our very best to:

1. Show up to lecture and lab sessions on time, with the material prepared.
2. Be both clear and precise in our requirements.
3. Accept your feedback (both positive and negative) in a professional manner.
4. Be fair and consistent in our grading and evaluation.
5. In general, do our best to deliver the material in a way that can be reasonably understood.
6. Maintain the rigor of the class and assessments we use.
7. Conduct our interactions with respect, dignity, and professionalism at all times.
8. Consistently work to improve our instruction and maintain the quality of the learning environment.



I have read and understood this document: \_\_\_\_\_ (Signature)

October 5th, 2017 (Date)

Kevin Romero Peces-Barba (Printed Name)