



AUSTIN COMMUNITY COLLEGE
The Management Department – Managing to do it Better

My Expectations of All Students

Academic Credentials

1. Go to <http://www3.austincc.edu/catalog/fy2007/descmana.htm> and read the course description. In there, you will find a list of what Texas Success Initiatives (TSI) skills are required for the course. (For example, SKILLS: R.) If you are not sure you meet the TSI skill requirements, your academic counselor will be glad to help you.

Academic Skills

1. Be able to use a computer, email, and the internet. If you are having trouble, contact the ACC information technology help desk. They provide phone support and can also suggest some free computer workshops we hold on campus. [Please do not ask me to solve problems with your operating system, web browser, video player, sound cards, and so forth – there are simply too many for me to follow!] Your academic advisor can also make some recommendations for you.
2. Be curious and ask questions. (If you don't understand it, chances are someone else is just as confused!)
3. Present/argue your opinions in a respectful, objective, and fact based manner. You will find that in business there is often no simple, single answer which everyone agrees is right. You would be surprised how many times students have surprised me with perfectly valid and reasonable answers which I had never even considered!
4. Take the course material to heart. As you read the material or we cover it in class, tie it back to what you want to do in the future. Do you have a specific goal in mind? Maybe you want to start your own business or work your way up some corporate ladder? If so, you might want to build a notebook and keep notes on how the material relates to that goal. You'll not only be preparing for your future, but also making your learning more personal and meaningful.
5. Bring and be able to use a four-function (add, subtract, multiply, divide) handheld calculator to class. (You may NOT use a PC, cell phone, or PDA.) You may need it for some calculations in class or as part of a test.
6. Answer questions in any assignment briefly and clearly using handwriting or typing fonts I can read.

Academic Behavior

1. If you find yourself lost or confused about something in the course, let me know right away. Don't get frustrated and keep silent; I am here to help you learn, but need to know when you need assistance and what the problem is. Maybe I can say something a different way or come up with an example more personalized to you. I can almost always meet before/after class or make an appointment with you for another time. I usually answer emails the same day, but if you don't hear from me in 48 hours, call or email me again. When you email, please include the name of the class (e.g., Business Principles) as part of the title.
2. I will be communicating with you throughout the semester using both Blackboard and email to your ACC account (g.austincc.edu). Make sure you keep up to date by checking both on a daily basis. Failure to do so will not be accepted as an excuse!

Special Note About Blackboard: To contact me through Blackboard, use the "Send Email" option. Do **not** use the "Message" option; in Blackboard a "message" is an entirely different thing from "email" and I don't read Blackboard "messages."

3. Arrive at class on time and prepared to begin when the session starts. What does this mean? You should be in your seat, have your homework assignment ready, and be prepared to begin class at the start time shown in the syllabus. (Even better, arrive early and review the material for the class prior to the start time.)

Students arriving late to class, leaving early, or coming to class without their homework forfeit any credit for that day's class participation. Students who disturb the class by chronically arriving late or leaving early may be dropped from the class.

If you miss class, it is your responsibility to contact another student and go over the material you missed. I will be glad to address your questions during my office hours or by appointment, but do not expect me to teach the same material twice.

4. Just as if you were on the job, I expect you to complete each homework assignment and chapter quiz by the due date and time. If you miss the deadline for a chapter quiz or homework assignment, you will receive no credit for it.
5. Set your cell phones to MUTE during class. In case of an emergency, set your phone to vibrate and leave the classroom for your conversation.
6. Be sure to participate in class, not just attend the lecture. What does this mean? A student who is participating in class might:
 - Ask for another example to show how the material might apply to a small business or a particular industry.
 - Mention something in the news which relates to the topic we're discussing.
 - Ask what advantage one method might have over another.

- Point out a case where something we're discussing might not apply.
- Ask what might happen if some assumption in the book isn't true ("What would happen if a company's financial records don't balance?")
- Give a personal example which illustrates a point being made (or that the point being made isn't always true!)

Note: Any credit for class participation is based on my impression of your contributions to the class and includes the following factors:

- Attendance record
 - How often you contribute to discussion
 - Level of knowledge displayed by your contributions to discussions
 - Readiness for class (completion of homework, quizzes, etc.)
7. Read and follow the [Management Department policies](#)
 8. As a rule, I do not allow students to bring guests to class. If, however, you want to bring a guest (such as someone considering attending ACC), you must get my approval at least twenty-four hours in advance.
 9. Make sure you understand the [ACC academic schedule](#) and refer to it for important dates such as when classes may be added and dropped, what holidays we observe, etc.