

## Grading and classroom rules

### Grading is as per BCIT policy

Homework 10%

Classwork/participation 15%

Quizzes 25%

Tests 25%

Midterm / Final 25%

### Late Assignments:

#### **THIS POLICY DOES APPLY TO ALL TAKE HOME QUIZZES AND EXAMS!**

##### 1. Assignments to be completed outside of classroom:

Any assignment that is handed in late, but within 1 day, will receive a deduction of 20%.

Lateness of 24-48 hours, a 40% deduction.

Lateness of 48-72 hours is an automatic 50.

After 72 hours, assignments will not be accepted.

##### 2. In class assignments in which class time was given for student to complete:

Any assignment that is handed in late, but within 1 day, will receive a deduction of 20%.

After 24 hours, the assignment will not be accepted.

### Absence Policy

**It is the student's responsibility** to obtain absent work and complete it. **Ask the teacher, not your buddy!** The exact days absent is the amount of time given to make up work (If you were out two days, you have two days to complete missed work). After this time period, the late assignment policy will be adhered to. If you are absent on a test or quiz day, be prepared to take the test or quiz immediately upon return. The only exception would be, if you were absent for the announcement of the exam as well. Missed work must be obtained within 48 hours of return to the classroom. (You may not ask on November 15th for an assignment from October!)

## Exams

Quizzes and tests are usually announced. In class review or study guides are often provided, but not guaranteed.

Midterms and finals will occur each semester. They may be in the form of a project or written exam. Projects will have a rubric and instructions. Written Exams will have a study guide.

Classroom expectations - we are preparing for a career as professionals, therefore, we should behave like professionals!

No cell phone use during instruction.

Be on time to class.

Treat others as you wish to be treated.

Clean up after yourself. At the end of class, chairs and tables should be ready for the next class. (Exception would be ongoing projects or skills in which permission has been granted to leave items.)

Sign out procedures have been explained for leaving the classroom. Excessive use of time outside of the classroom or being gone for extended periods of time will result in a loss of ability to leave the classroom for water or bathroom privileges.

Know your student handbook! You are expected to follow the rules as set forth by the administration.

Student Signature\_\_\_\_\_

Date\_\_\_\_\_