Business Communications

BUS150-03
Class Rules/Expectations

➢ Arrive on time: Latest a few minutes before 1:00 p.m.

➢ If you are late, apologize

➢ Chronic tardiness: Unacceptable
If you are sick or miss a class:

- send prompt professional e-mail to your professor: Use Maryville account

- contact your classmate to learn about homework assignments and get class notes
Class Rules/Expectations

Failure to comply with these rules:
Leave the class **without re-entry**

➢ **Use of cell phones** including checking phone messages and use of other media **strictly prohibited**

➢ **Laptop only for class notes**
Class Rules/Expectations

➢ Show respect and courtesy toward your peers and professor at all times

➢ Everyone has a voice in this class
Class Rules/Expectations

➢ Use of inappropriate language
- oral, nonverbal, or written - not allowed

➢ Failure to comply with this rule:
Leave the class without re-entry
Class Rules/Expectations

➢ Leaving / Re-entering class in session not allowed

➢ Bathroom visits before class, during the breaks, or after class
Class Rules/Expectations

➢ Do not leave the class, if something discussed is unclear to you
➢ Ask questions for clarifications
➢ Class ends at 3:40 p.m. if not told otherwise
Class Rules/Expectations

“\textit{You Bring it in; You Carry it out}”

➢ Do not leave your food leftovers, drinks, and wrapping papers laying around
Class Rules/Expectations

Weekly Homework Assignments

➢ Complete all assigned homework when due
➢ Prior absence is no excuse for not knowing about the homework
Class Rules/Expectations

Questions About Class Rules or Expectations?