

MGT 489; Instructor: Shah Iftekhhar Hossain

Student Behavior Guidelines

Students' participation in class discussions

I place a premium on students' participation in the topical discussions in the classroom. Learning is an activity shared between the students and the instructor. I will facilitate classroom discussions on the topic on hand as time permits. A student's assessment in this category will depend on the quality, propriety, and frequency of that student's classroom participation of the material under discussion. However, I will not tolerate non-topical and/or other improper discussions. Classroom disruptions will not be tolerated and will result in disciplinary action(s).

Classroom Decorum

Classroom decorum is to be maintained at all times. When the instructor is speaking or when students are presenting their ideas, the classroom should be silent, with the exception of invited questions. As in any academic environment, questions are welcome, but informal chatter or communication among students becomes a distraction for all those in attendance and will not be tolerated. You may be asked to leave the classroom for unacceptable behavior.

Cell phones should be **"turned off"** or placed in **"Silent mode"** during the class. **You are to refrain from using your cell phones at all times during the class.** If your cell phone rings during class, you will be asked to leave.

Use of laptop computers and/or tablets will be allowed for note taking only. Any other form of use of your laptop/tablet will result in your ejection from the classroom. Laptops, smartphones, and/or tablets are not to be used during exams and quizzes.

Quiz and Examination Decorum

No talking or other forms of communication with other students will be allowed when quiz and examinations are being distributed and administered. The 'no talking' requirement is enforced during the quiz and examination and continues until all students have handed their exam to the instructor.

Any talking or cheating during the exam will disqualify you from completing the exam, and you will receive a zero. Any attempt to make an electronic copy (e.g., taking a picture with your camera phone) of the quiz/class test/final examination documents will result in your ejection from the classroom and receipt of a grade of zero [0] for that specific quiz/class test/final examination. Similarly, any attempt to electronically communicate (e.g., SMS, chatting, email, IM) with anyone during quiz/class test/final examination will result in your ejection from the classroom and receipt of a grade of zero [0] for that specific quiz/class test/final examination. You must turn off your cell phone/computer etc. and keep these items in your bag/backpack during quizzes and examination.

Punctuality, Absences, and Tardiness

The instructor shall make every attempt to start and end the classes on time, e.g., an 8 AM class shall begin promptly at 8 AM. The instructor will turn a deaf ear to excuses for tardiness and absences, especially to “traffic jam” and “long line at the elevator.” **Be punctual** – it is a highly prized professional and courteous expectation.

The instructor reserves the right to call roll at his discretion. The instructor shall record absences. Absences will be penalized: your class participation score will be reduced. The instructor shall also record late arrivals (tardiness). Excessive and persistent tardiness shall be penalized as follows: **two late arrivals will count as one absence. If you are absent in 25% or more classes, you will receive a course grade of F.**

Attendance is absolutely mandatory when presentations are being made, even if your group is not presenting on a particular day set aside for presentation. There will be 1% reduction in your score for the final grade for unexcused absence(s) in those days. If you are absent during your own group's presentation, you will receive a zero for that component of the final grade.

Quizzes and examinations will begin promptly the start of the class. Students arriving late for quizzes and examinations will not be given additional time to complete the quizzes and examinations. Students arriving after quizzes have been collected will not be given any opportunity to make up the quiz.

Quiz and Examination Policies

- There will be absolutely no make-up opportunities for missed examinations and quizzes, except unanticipated emergencies.
 - I will make arrangements for make-up examination (or an individual project in lieu of an examination) for these unanticipated emergencies only: (i) a death in the immediate family (God forbid), or (ii) your sudden hospitalization (God forbid). Notify me within 48 hours. Any notification after 48 hours will not be acceptable.
 - There will be absolutely no make-up opportunities for the final examination.
 - Your emergency situation will be verified, by either contacting your parent/guardian, or contacting the hospital/doctor. Provide verifying documentation (e.g., hospital bill).
 - Traffic jam, minor illnesses (not requiring immediate hospitalization and/or emergency room care, e.g., common cold, fever, sprained ankle, food poisoning), car breakdown, weddings or other functions, moving (shifting), travelling to a foreign country or outside Dhaka for vacation, pre-planned travel, not feeling well during examination or quiz – are examples of absolutely unacceptable excuses.
 - Acceptance of emergency mitigation is entirely your instructor's discretion. He may seek input from another faculty, the Department Chair, and/or the Assistant Dean.
- In the event of a conflict with planned activity, e.g., wedding, submit an application to take an examination early; the deadline for such application is a week prior to examinations, and no later than the last class for the final examination. Provide verification. If your application is deserving (a family

vacation is not deserving), you will be given an examination or an individual project that will be different than that administered in the class. The time and place are entirely the instructor's discretion. You cannot miss an alternate arrangement.

- Having your parents, brother/sister, spouse, friend, etc. call/contact me in the event of a missed examination or quiz will be a gross abuse of my goodwill. In these events, you will be referred to the Proctor's Office and/or the Dean's office for disciplinary action.
- Note that I may perform grade curving at my discretion. However, grade curving will not apply to early or make-up examinations.

Communicating with the Instructor

- Use email for regular and urgent communication. I check my email several times a day.
- Students are not allowed to call or send messages to my personal phone under any circumstances.
- If I receive a call/visit from a student's parents, brother/sister, spouse, uncle, a family friend, etc. requesting special treatment, I will refer the student for disciplinary action.
- Repeated pestering of unacceptable requests (e.g., make-up opportunity for an unexcused missed examination/quiz or request for a passing grade when failing) will not help you.