**ENGR 3096: Code of Conduct**

1. I have read and understood the course syllabus, particularly the expectations for my academic performance and the grading rubrics for the lecture and writing assignments.
2. I understand that I am expected to attend every lecture class. I will notify the professor by email prior to missing a class. I will be in my seat ready to go at the designated starting time for class, and will not leave until the full class period has been completed. If I need to depart early, I will notify the professor prior to the class by email.
3. I understand that unannounced quizzes will be given every week. I will not be allowed to make up a quiz or an exam for an unannounced absence, and will receive a grade of zero.
4. I understand I am expected to study at least six hours a week outside of the lecture. Failure in this class is highly correlated with a lack of effort and poor study habits. Studying an adequate amount of time outside of scheduled class times is critical to my success. This does not guarantee receiving a passing grade in the class, but greatly improves my chance of success.
5. I understand that most classroom communication will be done through the course Facebook page. I have subscribed to that page and will monitor it regularly. If I prefer not to use Facebook, I will manage all classroom communication through email and will be responsible for keeping up with my email.
6. I understand I am expected to read the textbook before the corresponding lecture so that I am properly prepared for the lecture.
7. I understand that a grade of D is considered a passing grade. To receive a higher grade, I will be expected to demonstrate some level of mastery of the material. This includes the ability to solve previously unseen problems on quizzes and exams, and demonstration of integration of the material covered so that I can synthesize new designs and analyses.
8. I will abide by all Temple University academic honesty policies including plagiarism and cheating. If I am caught cheating, I understand I will receive a failing grade for the course.
9. I understand that I will be expected to purchase and use an official copy of Microsoft Office. I will not use pirated software or illegal copies since this violates Temple University’s academic honesty policy in addition to being a criminal action.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood these expectations. My signature below constitutes my agreement to these terms. I will submit a signed version of this document electronically to the course professor before the second regularly-scheduled lecture class.

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_