

COURSE POLICIES:

A. Attendance:

Attendance is extremely critical to all learning situations, but this is especially true in this program specifically. Furthermore, out of respect to our invited guests, please arrive on time each day.

B. Participation & Professionalism:

You are expected to:

- Be involved in discussion.
- Be active in in-class activities such as group/team work.
- Be respectful of the discourse of others.
- Behave in a professional and courteous manner at all times.
- Turn off all cell phones and anything else that may make noise or distract you or your class members for the duration of class.

Students who choose to behave unprofessionally or disrespectfully may be asked to leave the classroom, which they should do immediately and quietly. Any student asked to leave the class should make arrangements to discuss this matter with the instructor in their office as soon as possible and before returning to the classroom. Further details on prohibited behavior is listed below.

C. Technology

1. Class time is a scarce resource and engagement is essential for learning. Emerging research (cited below) demonstrates that students that use laptops and smartphones for off-topic web browsing degrade their own academic performance and that of their classmates. As such, I do not allow uses of digital devices during lecture and discussion. There are three exceptions to this policy:
 - Occasionally, I will ask you to use your phone, laptop, or tablet for specific in-class activities.
 - You may use a laptop to take notes when out of your classmates' field of vision, so as not to distract them.
 - Our student interns will be working throughout the week to create content for social media. You are welcome to post material **AFTER** the program's 9am-12pm schedule each day.

D. Originality of work:

- All work submitted in this program is to be work that was created solely for this program. Any work that was originally prepared in any way for consideration for another course or is the work of another person in part or whole constitutes

academic dishonesty in keeping with the College's policy on academic dishonesty.

COLLEGE-WIDE POLICY STATEMENTS.

A. **An atmosphere of mutual respect**

- a. This program is built on the expectation that students will work together in a mutually-respectful way
- b. No one shall behave in a manner that harasses any other person or further serves to disrupt the peace and/or comfort of other program students. This includes, but is not limited to:
 - i. Any words or acts, whether intentional, unintentional, negligent, or as a product of disregard for the safety, rights, or welfare of others, which can cause physical or emotional harm, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's right to comfort.
 - ii. Loud or aggressive behavior which disrupts the orderly functioning of NSU or any member of the NSU community.
 - iii. Any conduct or action that constitutes a threat to the health or the safety of the NSU community.

B. **Dress Code**

- a. The dress code for the program is smart casual. Our University campus has a professional feel, although being comfortable is certainly acceptable.
- b. Your involvement in this program is a reflection of both you, the University, and your high school.

C. **Parental Involvement**

- a. Parents or guardians are not allowed to participate or contribute to the work of the students involved in the program.
- b. Parents are invited to attend the culminating taste testing competition on July 20th, 2018 at 11am in the University Center Pit on the Fort Lauderdale/Davie campus.

D. **Prohibitions.** Any student found in violation of the prohibitions listed below are subject to removal from the program and/or other repercussions.

- a. NSU is a smoke-free campus. Smoking is not allowed on any NSU property.
- b. Alcoholic beverages may not be brought on any NSU property.
- c. Firearms or any item considered to be a weapon is not allowed on any NSU property.
- d. The possession, promotion, distribution, use or sale of illegal substances is a violation of NSU property.
- e. No alteration, damage, or removal of NSU property from rooms/buildings is permitted.
- f. No fire alarm shall be unnecessarily set off.
- g. No pets or animals are allowed on NSU property.

E. **Accommodations for students with documented disabilities.** For more information about ADA policy, services, and procedures, students may call the Office of Student Disability Services at 954-262-7189 or visit <http://www.nova.edu/disabilityservices>. The

Parker Building and University Center are fully ADA-compliant. Yo Mama's Ice Creamery is ADA compliant, but does not feature a public restroom. Restrooms are available in an adjoining building.

F. Medical Consent

- a. In the event of an emergency, University personnel will call 911 unless you stipulate otherwise in written form.