ATTENDANCE AND PREPARATION POLICY FOR COMMERCIAL LAW, FALL 2006

1. Both attendance and preparation are required in this class.

2. You are allowed at most 10 absences during the semester with no penalty. This maximum includes days for illness, personal business and the like. Thus, you need not inform me if you are going to be absent. I do not take attendance on the first day of class, the last day of class, and the seven scheduled “passive review” days. Thus, I will be taking attendance on 33 class days during the semester.

3. If you are unprepared and either tell me or give me a note before class, that does not count as an absence for the first 10 times you do it. After 10 times, each additional “prior notice” unprepared counts as one absence towards the 10 absences you are allowed with no penalty.

4. If you are unprepared and fail to inform me before class, that counts as five absences.

5. For each absence that exceeds 10, you will have one point deducted from your final grade.

6. You must be on the seating chart to receive credit for the course.

In addition to the formal attendance policy above, I have tried below to articulate for this course what you can think of as a list of “mutual expectations” between students and teacher:

I WILL EXPECT OF YOU:

1. That you will show up on time and be prepared for class on most days;

2. That you will always tell me in advance of class if you are not prepared to be called on that day; and

3. That in your interactions with your classmates and me in class, you will show us the respect we deserve as professionals.

YOU SHOULD EXPECT OF ME:

1. That I will show up on time and be prepared for class each day;

2. That I will answer any questions you have about the material during class when possible, immediately after class, and when I’m in my office during the week;

3. That in my interactions with you both inside and outside of class I will show you the respect you deserve as a professional; and

4. That by the end of the semester I will learn to call you by name without a seating chart and will know how to pronounce your name correctly.