



MARKETING CO-OP

CLASSROOM POLICIES AND EXPECTATIONS

Mrs. Daley



WELCOME TO THIS YEAR'S 2011-2012 MARKETING CO-OP CLASS! THIS COURSE ENABLES STUDENTS TO HOLD AND SUCCEED IN AN ENTRY-LEVEL JOB IN MARKETING. THE COURSE COMBINES CLASSROOM INSTRUCTION WITH SUPERVISED ON-THE JOB TRAINING IN A LOCAL MARKETING BUSINESS. STUDENTS WILL BE COMBINING CLASSROOM INSTRUCTION WITH A MINIMUM OF 396 CONTINUOUS HOURS PER CALENDAR FOR SUPERVISED TRAINING IN A MARKETING BUSINESS.

POLICIES AND EXPECTATIONS:

*I EXPECT ALL STUDENTS TO UPHOLD MY HIGH EXPECTATIONS OF **RESPECT** IN MY CLASSROOM. AS LONG AS WE RESPECT EACH OTHER, WE WILL HAVE A FUN AND EXCITING SCHOOL YEAR!!*

THESE ARE A COUPLE POLICIES I NEED TO ADDRESS SO THAT WE ARE ALL ON THE SAME PAGE☺

1. **ATTENDANCE:** STUDENTS ARE EXPECTED TO ATTEND CLASS AND TO BE ON TIME. AN UNEXCUSED TARDY WILL BE GIVEN TO ANY STUDENT WHO IS LATE TO CLASS. DISCIPLINARY ACTION FOR TARDIES WILL BE AS FOLLOWS: (1) WARNING (2) LUNCH DETENTION (3) AM D-HALL OR 2 LUNCH DETENTIONS. THE REST FOLLOW IN ACCORDANCE TO THE BROAD RUN HIGH SCHOOL TARDY POLICY. PLEASE BE ON TIME! WHEN YOU ARE LATE IT JUST PUSHES THE CLASS BACK.
2. **GRADING:** THIS CLASS IS BROKEN INTO TWO PARTS FOR GRADING:
 - A. CLASSROOM INSTRUCTION- 50%
THE CLASSROOM PORTIONS OF THIS GRADE WILL BE EVALUATED ON ASSIGNMENT COMPLETION (PROJECTS, TESTS, QUIZZES, WORKSHEETS) AND CLASS PARTICIPATION TO INCLUDE ATTENDANCE AND PUNCTUALITY.
 - B. ON-THE-JOB TRAINING- 50%
THE EMPLOYMENT GRADE CONSISTS OF EMPLOYER EVALUATIONS AND COMPLETION OF **MONTHLY WAGE AND HOUR SHEETS.**
 - ~EMPLOYER EVALUATION 50%
 - ~WAGE AND HOUR SHEET 50%

****IF A STUDENT RECEIVES A FAILING GRADE FOR EITHER PORTION, THE CLASSROOM OR THE ON-THE-JOB TRAINING, HE/SHE WILL NOT PASS FOR THE NINE WEEKS!!**
3. **ASSIGNMENTS:** ALL ASSIGNMENTS ARE EXPECTED TO BE TURNED IN ON TIME. IF THE ASSIGNMENT IS LATE I WILL DEDUCT 10 POINTS THE FIRST DAY AND 5 POINTS EACH DAY AFTER FOR ONE WEEK. AFTER THAT YOU CAN RECEIVE 1/2 CREDIT UNTIL THE END OF THE 9 WEEKS. SOME CREDIT IS STILL BETTER THAN NO CREDIT! STUDENTS WITH AN EXCUSED ABSENCE WILL BE GIVEN THE SAME NUMBER OF DAYS TO MAKE UP THE WORK AS THEY WERE ABSENT. **WORK WILL NOT BE ACCEPTED IN THE EVENT OF AN UNEXCUSED ABSENCE. IT IS THE RESPONSIBILITY OF THE STUDENT TO ASK FOR MAKE-UP WORK IN THE EVENT OF AN EXCUSED ABSENCE.**

DECA: DECA IS A CO-CURRICULAR ORGANIZATION OF MARKETING STUDENTS. THEREFORE, IT IS INTEGRATED INTO THE CLASSROOM AS WELL AS OUT-OF-SCHOOL ACTIVITIES. AS MARKETING STUDENTS YOU ARE REQUIRED TO BECOME A MEMBER AND BE HIGHLY INVOLVED. EXTRA CREDIT WILL BE GIVEN FOR YOUR ACTIVE PARTICIPATION IN VARIOUS DECA ACTIVITIES AND EVENTS. ONLY PAID DECA MEMBERS WILL BE ALLOWED TO PARTICIPATE IN DECA ACTIVITIES. DUES ARE \$20, \$30 IF YOU WANT A T-SHIRT. THESE ARE DUE BY SEPTEMBER 26.

4. MATERIALS NEEDED:
 - A. EMPLOYMENT IN THE FIELD OF MARKETING
 - B. FOLDER OR BINDER WITH PAPER
 - C. SINGLE SUBJECT SPIRAL NOTEBOOK OR COMPOSITION NOTEBOOK
 - D. PEN/PENCIL

5. COMPUTER USE: EACH STUDENT SHOULD BE SIGNING A COMPUTER/TECHNOLOGY AGREEMENT. I EXPECT THE STUDENTS TO ABIDE BY THE RULES OF BROAD RUN'S POLICY. I AM GLAD TO HAVE INTERNET ACCESS IN MY ROOM AND IN THE SCHOOL FOR THE STUDENTS TO USE FOR RESEARCH. **IF THE INTERNET IS USED ANY TIME DURING MY CLASS WITHOUT PERMISSION, THE RIGHT TO USE THE INTERNET IN MY CLASS WILL BE TAKEN AWAY. I WOULD APPRECIATE RESPECT FROM THE STUDENTS IN THIS AREA.**
6. CLASSROOM: I EXPECT THAT YOU WILL LEAVE THE CLASSROOM AS YOU FOUND IT. CLEAN UP ALL TRASH AND PUSH IN YOUR CHAIRS.

ANY STUDENT THAT IS EXPERIENCING ANY DIFFICULTIES IN MY CLASS IS STRONGLY ENCOURAGED TO MEET WITH ME AS SOON AS POSSIBLE. THERE IS NEVER A PROBLEM THAT CAN'T BE SOLVED, AS LONG AS YOU ARE WILLING TO WORK WITH ME TO FIND A SOLUTION!

I AM REALLY LOOKING FORWARD TO THIS YEAR! PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CONTACT ME AT SCHOOL AT 571-252-2300 OR EMAIL ME AT CHERYL.DALEY@LCPS.ORG.