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Program/Course Contract

Student Responsibilities

1. Read, understand and agree to the terms provided in the Education Policy. A copy of the "Policy" is available upon our website.
2. After carefully reading the course contract information on the website, work with your instructor to develop learning expectations and then develop a detailed description of the proposed coursework.
3. Agree to participate in "direct instruction" including discussions, webinars and Skype type interactions required to help in attaining a better understanding of the course. This offers the occasion for open dialogue and exchange in the course with the instructor and other participants to further your knowledge of the subject matter.
4. Agree to complete the coursework and final assessment for the course in the specified time frame.
5. Agree that you the student/participant are ultimately responsible to complete the course and must notify the instructor immediately if extenuating circumstances arise.

Instructors Responsibilities

We appreciate your extra efforts that enable the student(s)/participants to take advantage of your experience and knowledge of this subject.

1. I agree to work with the student(s) to establish appropriate learning outcomes, assignments, due dates and criteria for evaluating their learning outcomes.
2. I agree to respond as reasonably as quick and as humanly possible to assist students if and when questions arise.
3. I agree to act fairly and be unbiased in my grading and evaluation of student submissions.
4. After the student has officially registered in the course the student will receive an email confirmation and basic information to access the course and the ability to communicate with the faculty instructor.

Acknowledgement:

"We agree to the conditions specified in the "Program/Course Contract" and also to the terms stated in the "Education Policy".

It is implicit that unless you specifically indicate by written confirmation that "if" you do not agree with the terms of engagement as part of your course/program learning contract, otherwise you have read and understand the general terms related to the expectations that exist between the student/participant and the course instructor/facilitator.