

EDUCATIONAL CONTRACT – COLUMBIA COLLEGE

Applies to all courses taught by Dr. Paula Clarke and Professor Ted Hamilton

Essential elements of the contract:

1. Definition of the Course – What it is and what it is not! Three Units of University Transfer.
 - a. Guarantee – “Do well here and you’ll do well elsewhere.” **Not high school.**
 - b. Socratic Dialogue structured around Questions – Will not lecture about the material, show videos, etc.
 - c. No Questions in class and the Exam becomes DUE!
 - d. No taking roll, no quizzes, no homework, no extra credit and no tests.
 - e. It is a Love Affair – Instructor’s most significant limitations are related to speed and high expectations, compensated for by patience and caring.
2. Expectations of Students – Adults taking the course by choice
 - a. Basic necessities: Curiosity, Courage, Discipline
 - b. Materials: Books as Tools, Outlines for Reference, and Questions for Asking in class.
 - c. Time Investment: A minimum of 12 hours per week: A cyclical process of Reading and Rereading, Thinking and Rethinking, Writing and Rewriting.
 - d. In the Class Time: Listening Critically (skepticism), Recording Creatively (keep the hand moving), and Thinking Analytically (meaning, question before, during & after).
 - e. Must buy and use books. Must print and use *Syllabus* and *Exam Questions*.
 - f. *Blackboard*: must access and explore its contents.
 - g. Students are responsible for withdrawing from class.
3. Performance Requirements & Evaluations Standards
 - a. Signed Contract due by the end of the second week, or instructor’s choice.
 - b. Required readings, class notes, and outlines must be approved before the DEADLINE FOR CHOICE (receive a grade of at least 70% on each) to obtain choice for each exam.
 - c. Exam questions assigned in class (for those without choice); exam and graphic presentation due the next class session.
 - d. Grades awarded based upon the Grading Criteria, content evaluated by “thirds” (readings, class dialogue, original ideas [not opinions]), no curve, plus improvement on Final bonus (If at least 70% average on all previous work, Final may improve course grade). 90% or better = A, 80-89% = B, 70-79% = C 60-69% = D, below 60% = F.
 - e. Late exams lose 10% for each day late. Make-up exams are negotiable.
4. Logistics – Critical Places and Times
 - a. Offices: Tamarack Hall, Room # 217 (Professor Hamilton), Room # 216 (Dr. Clarke).
 - b. Phone: Professor Hamilton: 588-5227; Dr. Clarke: 588-5356
 - c. Office Hours: posted outside our office and on our web pages. You need to come by our office or call to make an appointment.
5. Opportunities – Unlike the University
 - a. Negotiations Protocol: Early, Good Faith and Win-Win must prevail.
 - b. Grading of Exams: Only under “Best Conditions,” open to re-grading after student has graded it according to the Ten Criteria.
6. General Syllabus, Course specific Syllabi, Exam Questions & Graphic Assignments, Grading Criteria, Course Grading Log, and lots of other helpful resources—all found on the College web page and on Blackboard!

Signature of Student _____ Date _____