

# DR. BURSTEIN'S RULES

**BE PROFESSIONAL. BE HONEST. BE POLITE. BE KIND. BE OUTSTANDING!**

I want you to be successful in my class and also enjoy it! Our class is a learning community, and these are your guidelines for being a member of our community. **Read every word of these guidelines!** If you feel unwilling to follow them, then perhaps this is not the semester for you to take a class from me. Otherwise, please enjoy our class, learn, and **have fun!**

## Be Professional!

- ✓ Part of my job is to prepare you for success in the workplace. Therefore, you are to dress, act, and communicate in a professional manner. You are not to wear hats, do-rags, or other head coverings in class unless they serve a religious or medical function. Think about how you look before you come to class!
- ✓ Please try to speak, write, **text, and email** in standard collegiate American English. **Do not text or email in "email speak."** Be prepared for me to return, unread, email which isn't properly written.
- ✓ Be responsible about attending class. Inform me of any absence from class by email before class. If you miss a class without informing me beforehand, you'll receive a zero for any in-class activities that day. Habitual absence will be penalized in CAP points.
- ✓ Read, understand, and precisely follow guidelines for out of class assignments. Assignments submitted late, regardless of the reason, may receive half credit. **Anticipate the unexpected and start early!**

## Be Honest!

- ✓ **Cheating, in any form, is unethical, immoral, and illegal.** I expect you to maintain the highest standard of integrity. I am not a policeman, however; academic honesty is a community standard to be maintained with the cooperation of the entire community. **If you see someone cheating during a test, ask me to leave the room and then tell them to stop; if that doesn't work, you have an obligation to our community to tell me about it.** The penalty for cheating is a grade of F in the class.
- ✓ Dishonesty involving Bonus Bucks or Success Shares (stealing, counterfeiting, giving away, selling, bartering) will result in a grade of F in the class. All classroom currency must be returned to me.
- ✓ If you leave the room during a test or exam, please turn in the exam; you're done with it unless I'm convinced you're legitimately sick!
- ✓ While I encourage you to help one another on outside assignments, the final product must be your own work. At the end of each assignment, you are required to state whom you helped, who helped you, or write "I worked alone."

## Be Polite!

- ✓ Make frequent use of words and phrases like “Please,” “Thank you,” “May I?” “Excuse me,” “I’m sorry,” etc. They will serve you well both in school and in your career!
- ✓ Please address me as Dr. Burstein, Professor Burstein, Mr. Burstein, Dr. B., or Alan.
- ✓ Please arrive on time to class. Habitual lateness is disrespectful and will be penalized in CAP points.
- ✓ Electronic devices are to be used only in ways directly related to our class.
- ✓ You are not free to come and go as you like. It’s rude! **Team activities are times to work with your colleagues and not to leave the room!** While I realize that “bathroom emergencies” do happen, even among the young, try to regulate yourselves to minimize them. **And do not, under any circumstances, leave the room to use your cell phone!**
- ✓ I will always try to end class on time. Do not start packing up your belongings until the class has ended. **PLEASE DON’T!!** Everybody has their “pet peeve,” and having to endure everyone putting away their “stuff” while I’m trying to finish class is mine!

## Be Kind!

- ✓ **All of us have our own strengths and weaknesses, and all of us have our own struggles. Take every opportunity to use your strengths to help others succeed and to use what you've learned from your own struggles to help others through theirs.**

## Be Outstanding!

- ✓ Don’t waste all of our time by aiming for “just a C.” Aim for an A!
- ✓ Ours is not a “Sit Back and Let It Happen” class. Come to class ready to work, participate, and contribute to the learning process!
- ✓ If you need individual help, call, email, or come by my office to schedule an appointment with me. Don’t hesitate to ask for help; you are my top priority.
- ✓ You are required to take all tests and the final exam. You must inform me of any legitimate reason for missing a test, by phone or by email, within 24 hours of the test, or you risk getting a zero. I do not drop the lowest test grade; to get an A in my class, I expect you to learn all the material.
- ✓ The final exam is comprehensive, covering the entire semester. It’s not asking too much for you to retain what you’ve learned through final exam week.

## One More Thing...

- ✓ There is no “n” in the middle of my surname; please try to pronounce it correctly. Bur-stein rhymes with “first teen.”

***My email address is [alanb@gordonstate.edu](mailto:alanb@gordonstate.edu); I read and reply to email both on and off campus, but I do not use D2L email. You can text me directly using [Remind.com](https://www.remind.com), which is the most effective way to contact me. My direct office phone number is 678-359-5043, which is the least effective way to contact me. I am also available at [www.facebook.com/alanburstein](https://www.facebook.com/alanburstein). My cell phone number, which you may call or text in an emergency, is 478-993-5807. Know, however, that I do not usually engage in electronic communication from sundown Friday to sundown Saturday.***