

HAT Major

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Guidelines and rules for my courses

Welcome to my courses:

- My courses and teaching may be a little different from what you are used to
- It may take some time for you to adjust to my teaching style
- Please remember that you have chosen to study a more international method
- I appreciate and am aware of the Chinese style of learning
- I **value** effort and creativity

My beliefs:

- HAT is a very practical major and is more than just classroom learning
- Theory is useful but turning it into real life is just as important
- Learning is the **application of knowledge**
- Memorisation isn't so effective in the real world
- We live in a **world of information**, therefore you need to learn how to get the **best information** that you can use
- I am teaching you for when you graduate in 2013 and beyond
 - It is important to have up-to-date information
 - Technology and China changes very fast
- I am on **your team**. It isn't Teacher vs. Student.
- My success depends on your success
- I am not your English language teacher, therefore I am not grading your English. However, make sure I understand what you have written

My aims:

- For you to graduate and get the best possible job for you
- To give you the **essential skills** you need for both work and your personal life
- To turn you into a **professional**
- To give you **different perspectives**
- To blend both **International** and **Chinese** ways of working
- To give you a **direction** in your working life

The way I will do it:

- My classes: ppts, videos, internet and class work
- Practical work: having the chance to use what you learn in the classroom as much as possible
- Giving you the **responsibility** and **power** to arrange, organise and execute events
- I will teach you **at least 6** different subjects over the next year

What I will do:

- My door is always open:
 - Any concerns, problems or issues can be discussed with me in private. They will go no further than me.
- I will respond to emails providing that they addressed to me properly and the issue is clear
- I will take time to **help you** whenever you need it
- Give you a second chance within reason – don't abuse it
- Treat you as adult providing that you don't give me a reason not to do so

My responsibilities

- As a teacher, I am responsible for your helping you learn
- Provide you with the information you need
- Give you every chance to get a good grade
- Treat you fairly
- Tell you honestly what I think of your performance and how you can improve

Your responsibilities

- Attend the class
- Arrive on time (not late)
- Bring all the required equipment:
 - *Pen, paper, ppt, book, homework etc.*
- Not to disrupt the class in anyway, other people want to learn and I want to teach
- Ultimately, it is your education so you need to make every effort and take responsibility
- Meet my deadlines for work
- Meet the quality required and expected by me

Other things:

- You need to realise that you are in great position to learn a lot at Lambton JNU.
- You are lucky enough to have access to some great teachers and a major that is becoming more and more needed
- China is changing fast, you need to keep up with it. Competition is tough in China
- You can learn many new and interesting ways of doing things in my courses
- These are some of the most important years of your life. You are 'graduated' a long time.

Emails to me:

- When writing an email to me with **an attachment**, I would like:
 - Hello Carl (or teacher),
 - Please find attached my _____ assignment for the _____ course.
 - Regards,
 - _____ HAT09

Emails to me:

- You need to realise that I teach many courses, many classes and many students
- Therefore, when you send an email to me, **it needs** to have the right information in it
- I consider this **courteous to me** and my time
 - Failure to follow my guidelines will result in me ignoring the email and deleting from my inbox (even if it has an important attachment)
 - This can mean you fail the assignment or project. You have been warned.

Insert addresses (separated by commas) [Show Bcc](#)

To:

Cc:

Subject:

 [Screen shot 2010-08-31 at 18.18.54.png \(57KB\)](#) [[Remove](#)]

 [Attach More](#)

[Plain Text](#)

 The toolbar contains icons for text color (abc), font color (F), font size (A), bold (B), italic (I), underline (U), text background color (T), insert link (pencil), insert image (smiley), insert video (video), insert horizontal line (—), bulleted list (list), numbered list (list), indent (left arrow), outdent (right arrow), and insert table (table icon).

Hello Carl

Please find attached my hospitality assignment for the HAT 2324 course.

Regards,

Cherry HAT09

Insert addresses (separated by commas) [Show Bcc](#)

To: lambtoncarl@gmx.com

Cc:

Subject: Re: Food production assignment

 Attach Files

[Plain Text](#)



Hello Carl

I am not sure what question 3 means in the Basic Food Production assignment. Can you help me by explaining what I should do?

Thank you,

Regards,

Sarah HAT09

Homework:

- When you give me homework or classwork, please include the following in your assignment/work:
 - Name: (Julie)
 - I.D. number: (5060400)
 - Course name: (Basic Food Production, HAT2324)
 - Class: (HAT09)

Homework:

- Please make sure that you answer the questions given.
 - ★ If you don't understand the questions, please ask me.
 - ★ It is your responsibility to make sure I receive it on time. Forgetting your homework shows bad organisation
 - ★ I don't mind if your homework is written by hand or by computer (unless I tell you differently)
 - ★ You can always send your homework to me via email unless it is required for a lesson
 - ★ **Quality** is very important for me
 - ★ However, make sure you meet the criteria I ask for
 - ★ If I ask for 200 words, make **SURE** it is 200 words or more. You will lose marks or even fail if this happens

HAT Major website:

- I have made a HAT Major website
- The address is: www.lambtonhat.weebly.com
- I will post ppts, assignments and homework on there. There is no excuse for not having the information
- You are required to visit it regularly
- It has all kinds of information, eBooks and articles that will help you with your studies and major
- We will design a website in the 2nd course

Attendance:

- I require attendance and it is part of your grade
- Failure to come to less than 80% of my lessons will result in a reduced grade or even a loss of all of the attendance marks
- In the past, I have taken away as much as **50%** of some students' grade due to their poor attendance, lateness and lack of participation
- I take this serious as Edward will tell you