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 <u>properly</u> and the <u>issue is clear</u>
- I will take time to help you whenever you need it
- Give you a <u>second chance</u> 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 your 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 <u>your education</u> so <u>you</u> need to make every <u>effort</u> and take <u>responsibility</u>
- Meet my <u>deadlines</u> for work
- Meet the <u>quality</u> required and expected by me

Other things:

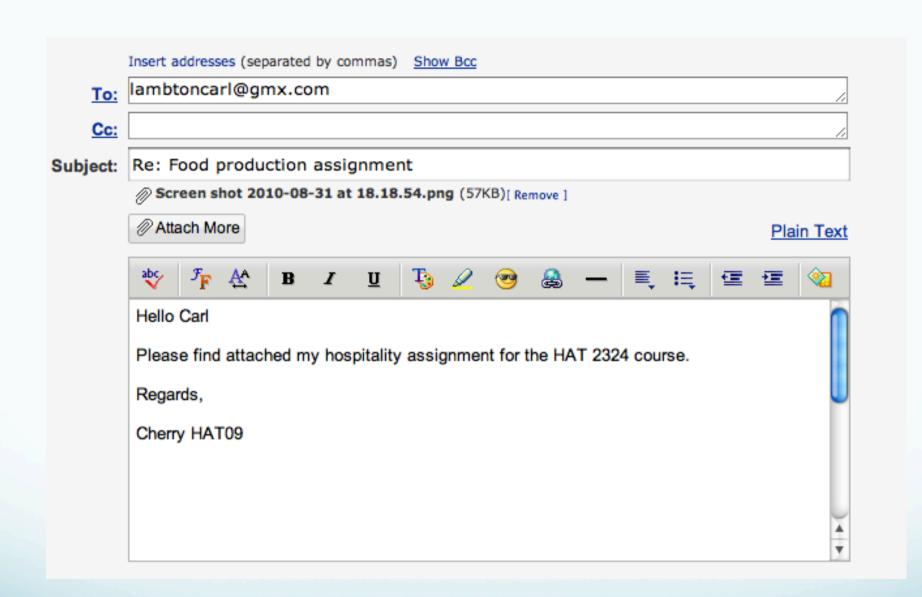
- You need to realise that you are in great position to learn a lot at Lambton JNU.
- You are lucky enough to have access to some great teachers and a major that is becoming more and more needed
- China is changing fast, you need to keep up with it.
 Competition is tough in China
- You can learn many 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.

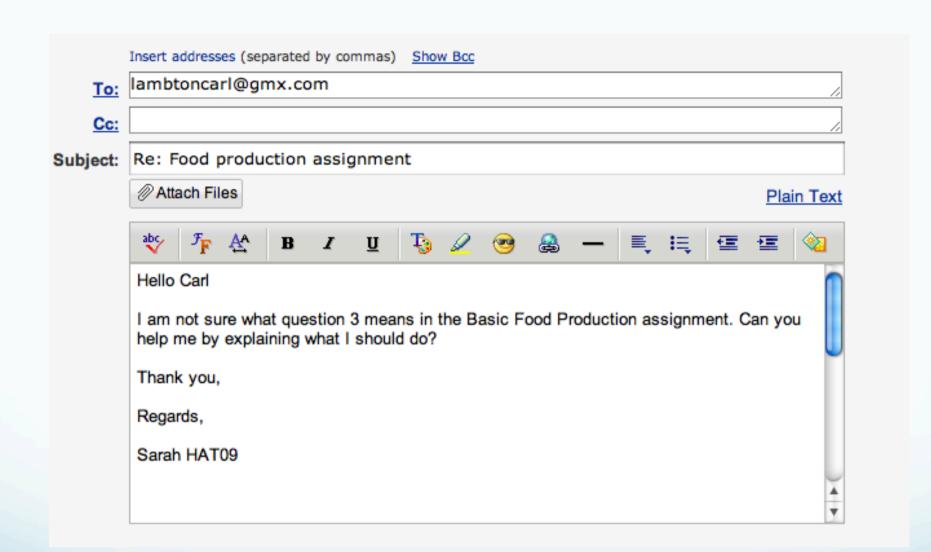
Emails to me:

- 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 <u>warned</u>.





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