

HAT Major

Carl Bamford

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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: lambtoncarl@gmx.com

Cc:

Subject: Re: Food production assignment

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

 [Attach More](#)

[Plain Text](#)



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