1.) Credit hours currently enrolled for the semester

2.) Hours working per week this semester (guess if you are planning to work)

3a.) Use this time management equation to maximum number of hours a week you should work.

   Maximum Number of Hours worked = 40 - 2.5 (credit hours)

   Record your Maximum Number of Hours

   The table below shows some typical values.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>6</th>
<th>8</th>
<th>10</th>
<th>12</th>
<th>14</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Work Hours</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

3b.) Are your work hours within the recommended range?

4.) The number of hours each week required by your family responsibilities

5.) When was the last math course you have taken?

6.) Where did you take the course?

7.) What was the name of the course?

8.) Describe your current attitude about this class as we start the semester. Check all that apply.

   ( ) "I'm nervous."
   ( ) "I hate math!"
   ( ) "I'm excited and eager to learn."
   ( ) "I'm never going to use this stuff!"
   ( ) "This class will be easy for me."
   ( ) "I know all this from high school."
   ( ) "I'm serious about my education and I want to excel in all my classes."
   ( ) Other:

PROFESSIONAL BEHAVIOR IN THE CLASSROOM: The classroom should be a good place to learn for everyone.

Initial each item, and sign at the bottom to show your commitment to these professional standards of behavior.

1. __________ I will bring the textbook to class every day.

2. __________ I will bring a notebook and pencil or pen to class.

3. __________ I will not come to class late and I will not leave early.

4. __________ I understand that there will be no make-ups.

5. __________ It is fine to work with another student on my homework. On a test or a quiz it will be totally my own work.

6. __________ I understand that homework is due at the beginning of class, and cannot be turned in late.

7. __________ I will turn off all electronic devices before class (cell phones, etc.)

8. __________ I do not want to disturb other students in the classroom. I will not talk out of turn in the classroom.

   If I have a question, I will ask the teacher.

9. __________ I may not use my cell phone as a calculator on a test or quiz.

10. __________ If I miss class, it is my responsibility to find out what I missed.

11. __________ When I email my instructor, I will put the day and time my class meets in the subject of the email.

12. __________ I will use my Southeast email address when I communicate with my teacher.

Please sign and print your name below, indicating that you agree to abide by these standards.

Signature: _______________________________  Date: ____________________