

PROGRAM GUIDELINES

- Meet with your instructor each week during the scheduled time. Plan to stay about 15 minutes to review your homework and get new assignments. If you miss a week, be sure to come the next week. After two weeks, you will be dropped.
- You should finish your course in a month or two. Your contract is not valid after a year.
- Do your homework on lined notebook paper or type it. Make it neat and legible.
- Complete each assignment on a separate sheet of paper. List page and question numbers in the left margin of the paper.
- Tests have to be taken in the classroom. Once you begin a test you must complete it in that class session, so plan on enough time to take your test. Tests are "closed-book", but you may review the book before the test.
- Do all assignments and take all tests in the order listed on the contract. If you do not complete your tests, new homework cannot be given out.
- Videos will be watched in the classroom and worksheets completed at the same time. Plan on enough time to do this.
- ~~Some contracts offer alternate assignment choices. Choose and do your work carefully, credit cannot be given for doing the wrong work.~~
- You must score at least 80% on each assignment and test. If not, you must review and re-do the missed answers or exam on "correction paper" only. No more than two re-do assignments can be taken home. If you have more than two, you will have to re-do them in the classroom before taking more work home.
- Label all homework like this in the upper right-hand corner of the page:
 1. First and Last Name.
 2. Course Name.
 3. Page numbers.
 4. Assignment Number.
- You will be asked to take CASAS Tests occasionally. This testing brings funds to the school so you can study virtually free. Please cooperate and, as on all tests, do your best.
- All materials must be returned if you decide to drop your AIS course.

It is your responsibility to communicate and cooperate with the instructor.
As a student in AIS you understand and agree to the above program guidelines.

SIGNED _____ DATE _____