**M E D I A W O R K S 2014-15** **Faculty: Ruth Hayes, Julia Zay**

**"COVENANT" (an agreement, a coming-together)** *Covenants at Evergreen serve as learning agreements between faculty and students in lieu of conventional grading arrangements. Covenants spell out program policies and expectations for earning credit. Good faith compliance with this covenant is an academic requirement of Mediaworks this year.*

**By enrolling in and participating in our program, I agree to the following:**

**A. EXPECTATIONS FOR LEARNING**: *Students and faculty agree to work individually and collaboratively to realize the learning objectives of the program:*

1. I agree to come to class having carefully completed the assignments, assigned readings and viewings.
2. I agree to arrive at class prepared to speak AND listen with consideration.
3. I agree to challenge myself to find the most productive ways to inhabit and contribute to a dynamic learning collective. This includes productive collaboration, clear communication, and mutual respect.
4. I agree to find every opportunity to recognize and push myself beyond my preconceived notions, old habits of thought and ways of doing things, and intellectual limits.
5. I agree to take advantage of the ability to meet with faculty one-on-one in office hours or at another scheduled time if I need academic help, advising, or want to talk in more depth about our program material.
6. Students may arrive at the program needing to improve their confidence in public speaking and discussion participation. If this describes me, I agree to actively work to improve my skills in these areas.
7. Students may arrive at the program very comfortable with public speaking and discussion participation. If this describes me, I agree to improve my listening skills and my ability to draw my peers into conversation.
8. I agree to work to make our classroom a place that allows for risk-taking and will keep in mind that safety is not synonymous with comfort; I must be prepared to learn across significant differences, to engage in respectful disagreement and to be prepared to experience productive discomfort.
9. I agree to pull my weight in collaborative endeavors. This includes attending group meetings at agreed dates and times, communicating clearly with peers, being easily reachable, and sharing responsibilities evenly.
10. I agree to work on understanding “failure” as an invaluable part of my learning process and inescapable part of the experimentation process that is so important to our work this year.

**B.** **THE WRITING CENTER: Library 2304 (inside the library)** <http://www.evergreen.edu/writingcenter/>

The Evergreen Writing Center is an invaluable resource for all Evergreen students. The Writing Center is a place for active learning, so you will never simply drop off a paper for review or editing. Instead, their services are designed to provide feedback to writers at every stage in the writing process. A student may bring an assignment, an idea, or a draft to the center, where they consult one-on-one with trained peer writing tutors. **If your writing is in need of significant improvement, your Faculty may *require* you to make weekly visits to the Center as part of your academic work in the program.** If I am asked to do so, I agree to take advantage of this resource.

**C. EVALUATIONS**: I agree to write a **self-evaluation**, submit it to faculty, and attend an evaluation conference with faculty at the end of each quarter. I agree to write an **evaluation of both faculty** at the end of the program.

**D. FACULTY EVALUATION OF STUDENT WORK**: Your seminar faculty will write your evaluation, with input from your workshop faculty. I understand that credit is not the same as positive evaluation. Students receive credit for fulfilling minimum requirements and standards. The evaluation is a statement describing the quality of the student's work. It is possible for a student to receive full credit but receive an evaluation that describes poor quality work. It is also possible for a student to receive reduced credit but receive some positive evaluation.

**E. ACADEMIC DISHONESTY and PLAGIARISM**: I agree to attribute all quoted and paraphrased material to its source. Cheating, facilitating academic dishonesty and plagiarism are violations of the Academic Honesty Policy and if persistent or severe may be treated as violations of the Student Conduct Code. Faculty will address incidents of plagiarism directly and treat them as a serious issue, regardless of whether or not the plagiarism was intentional.

**F. USE OF FACILITIES AND EQUIPMENT**: I agree to use all equipment and facilities responsibly. I will follow requested procedures for booking and use, reporting any technical problems to interns/staff. I will respect the access needs of my peers, and I will leave all studio and lab areas clean and neat when I finish working in them.

**G. COLLEGE REGULATIONS**: The Social Contract and the Student Conduct Code govern actions and responsibilities in this program and in all aspects of campus life. I agree to read and abide by these documents.

Student Conduct Code: <http://apps.leg.wa.gov/WAC/default.aspx?cite=174-120>

Evergreen Social Contract: (handout) <http://www.evergreen.edu/about/social>

**H. REQUIREMENTS FOR FULL CREDIT:**

1. Full participation in all classroom and other program activities:

a. **ATTENDANCE policy: Attendance is mandatory. More than 3 absences will result in some loss of credit; more than 8 absences will likely result in loss of all credit.** That said, students should not come to class if they are told by a health professional that they have a contagious illness. Repeated avoidable absences will lead to loss of credit and can lead to being asked to leave the program.

b. I agree to contact faculty (by e-mail) and relevant group members IN ADVANCE if I expect to be absent.

c. **PUNCTUALITY** Policy: Timely arrival at all program meetings and punctual returns from breaks is required. NOTE: Repeated lateness will be treated as absences and can lead to loss of credit.

d. **A missed class meeting counts as one absence. For example, if we have 2 class meetings in a day (workshop in the morning and lecture in the afternoon) and you miss both of those, that counts as 2 absences**.

2. The successful and *timely* completion of assignments.

a. At mid- and end-of-quarter each term, we will assess student work in terms of credit. **If a student has completed less than 60% of required work (this includes assignments, attendance and participation) at the check-in time, they will be given no credit and asked to leave the program.**

b. **No work will be accepted later than one day after the due date unless you have negotiated an extension with the relevant faculty IN ADVANCE.** *All assignments must be submitted with all components present and completed according to guidelines in order to be considered on time.*

3. **Attendance at evaluation conference and completion of a written self-evaluation and faculty evaluations.**

4. No incompletes will be given in this program.

5. **No less than 8 credits per quarter can be earned in this program**. This means that if at the end of the quarter you have completed less than 8 credits worth of work, you will receive NO CREDIT. Otherwise known as the “no nickel-and-diming” policy, this insures that students receive credit only for the interdisciplinary work that is the core of Evergreen programs.

**I. ACCESSIBILITY**: Students with access needs should talk to faculty immediately and contact Access Services (867-6348 / TTY 867-6834) and inform themselves about the college’s resources. Accommodations are made based on the documentation you provide; it is the student's responsibility to initiate the process and faculty responsibility to work with students to insure access according to documented needs. Please initiate this process as early as possible, as accommodations are made from the time you make the request, *not retroactively*.

**J. LAPTOP POLICY**: Open laptops/tablets are not allowed in class. [The only exception to this policy is for students who have an accommodation/documented need to use one for note-taking. If this applies to you please consult with faculty and provide the appropriate documentation. Wireless must be turned off and only you should use the laptop.]

**K. CELL PHONE / iPOD / HEADPHONES POLICY**: Cell phones must be turned off or silenced AND stowed away in the classroom. Please do not wear headphones in the classroom. This includes before class and during breaks. If you need to use your phone or listen to music on headphones, please step out of the classroom.

**L. IN/OUT of CLASSROOM ETIQUETTE**: During class we will have breaks. Students agree to use breaks, rather than class time, for restroom and other personal matters, except in an emergency. The movement of students in and out of class during non-break times is disruptive and may be construed as disrespectful, even if a student doesn't mean it to be. Students agree to return from breaks ON TIME. Coming in late after a break counts as lateness and will contribute to your absence tally.

**M. CANVAS + EMAIL COMMUNICATION:** I agree to check the program Canvas and my college email *daily* and keep up with announcements, changes in the schedule, etc. \*Your faculty read and respond to email between 9a and 5:30p Monday through Friday. That said, we may not always be able to reply to your email in less than 24 hours, and we usually don’t answer work emails on the weekends, so please plan accordingly.

\*\*Remember, emails to faculty are not the same as Facebook wall postings or text messages– please use professional correspondence etiquette. For example:

Subject Heading*: Mediaworks*

Greeting: *Dear Ruth/Julia,*

*[Message]*

Closing: *Sincerely/Best,*

*[Your name]*

**N. GROUNDS FOR LEAVING THE PROGRAM**: Students may be asked to leave the program if they exhibit behavior or participate in activities that violate the terms of this covenant, the Evergreen Social Contract, and/or the Student Conduct Code. These violations may include:

-Violent or disruptive speech or behavior

-Harassment in any form

-Violation of Field Trip policy

-Recreational drug use (including alcohol) at a program meeting or event

-Excessive absences that indicate an unwillingness to be in the program

-Failure to complete adequate amounts of program work (including preparation, reading, assignments, and participation)

-Willful and repeated incidents of academic dishonesty

**O. FIELD TRIPS**: During field trips, students are expected to act in compliance with all lodging facilities, TESC transportation and conference rules and policies.

FIELD TRIP DRUG AND ALCOHOL POLICY: All of our field trips are drug and alcohol free. Students disregarding any aspect of this policy will no longer be considered participants of the field trip and will be required to fund their own return trip to Evergreen.