



1. Turn off cell phones, pagers and computers OR leave the room
2. Take notes if you may use your computer/Pad/iPhone for this purpose only.
3. Be respectful to all speakers, guests, classmates and instructors
4. Relax, listen, learn, and have fun.
5. Take all of this very seriously.

INSTRUCTOR'S CONDITIONS OF SATISFACTION :\*

1. Be Punctual Habit
  2. Participate Daily Habit
  3. Offer No Excuses Habit
  4. Be Responsible Decision
  5. Be Respectful People
- \* Students will submit their COS at a date TB

GRADING METHOD:

Class Participation = 600 (20 x 30 Classes) Loss of ALL participation points if not notified per class  
 Reading Assignments = 180 (60 x 3 Books)  
 Self Analysis = 045 (45 x 01 Project/Chap 14 of text)  
 Team Project = 090 (01 x 90 Project TBD)  
 Final = 045 (01 x 45 Final Paper)  
 960 Total Points

A! = 90%- 100% = 864-960  
 B! = 80%- 89% = 768-863  
 C! = 70%- 79% = 672-767  
 D! = 60%- 69% = 574-671  
 F = 59%- lower = 566

The entire content of this class is centered around these three



22&23	11/12 & 11/14	Chap 10	Burke
24&25	11/19 & 11/21	Chap 11	Burke
26&27	11/26 & 11/28	Chap. 12 & 13	- Burke
28&29	12/03 & 12/05**	Chap. 14 Dress Rehearsal	- Burke HTHPCDWP Miracle Power & How to Criticize **CAT 3 DUE
30	05/23	FINAL EXAM	- Burke HTHPCDWP

CATEGORY ONE BOOKS (HABITS):

¥ The Power of Habits Charles Duhigg

¥ ISBN: 978-19-0-116-9(3) [6.9(S)] TJ [ [-6.9(4hdTj [6.9(3 ) Tj 68>B) 6.9(4hdTj69.01(3 ) Tj 68>B) 6.9(4hdTj6Head1 <

¥ 101 Ways to Stand Out at Work Arthur





