



INSTRUCTOR/LEARNER CONTRACT

In order to promote cooperation and learning the following expectations are important for mutual understanding:

From the instructor and the staff you, the student, can expect:

1. To be treated fairly and with respect.
2. To work at your own pace with materials appropriate for learning levels.
3. To have the opportunity to ask questions when you do not understand something.
4. To be able to participate in the planning of your program of study.
5. To have the opportunity to evaluate the program regularly.
6. To be periodically assessed on your progress.
7. To be assured of your right to privacy.
8. To be provided with a tobacco-free environment conducive to learning.
9. To be given information about services available to you through the program and within the community.
10. To know that the instructor and staff are willing to help you in any way they can to meet your individual goals.

The Instructor and the staff can expect from you, the learner:

1. To be treated fairly and with respect.
2. To adhere to the rules and regulations set forth by the individual classroom and MECTC.
3. To adhere to the rules and regulations set forth by the agency in which the program is housed will be adhered to.
4. To ask questions if he/she does not understand something.
5. To be tolerant of others and open to new ideas and cultures within the classroom.
6. To refrain from using inappropriate language on site.
7. To come to class prepared (pencils, paper, etc....).
8. Will not distract others.
9. To treat the facility and all materials with care and respect.
10. To set reasonable goals each time he/she comes to class.
11. To share knowledge with others in a way that promotes cooperative learning in an educational atmosphere.
12. Cell phones are permitted in ABLE classrooms on vibrate or silent only. For emergency use only. Remove self from classroom for usage. If a pattern emerges, the student will be asked to leave until the problem is solved. No texting permitted.
13. Will not sleep during class.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____