

## The Do's and Don'ts of Modules...

### *Please--*

**Do...**make sure your **name, date, course, and module number** are written at the top of your paper.

**Do...**read all directions carefully and cover the necessary information from the textbook.

**Do...***your own work* in a way that I can read and understand. (*No cheating.*)

**Do...**discuss with me any questions relating to the modules or textbook.

**Do...**staple finished work together and place in proper filing tray behind my desk.

**Do...***check in any module you checked out* at the end of the class.

**Do...**put any textbook or module you used in its proper place in the classroom.

**Do...**keep working at a steady pace in order to finish the elective in a reasonable amount of time (*approximately 15-25 days*).

**Do...**use a respectful, quiet voice when speaking or asking questions.

**Do...**your best and be creative!

### *Please...*

**Don't...**write, underline, or highlight anything in any module or textbook. *Please respect this request.* If there are any marks, etc. in the module or text when you get it, please show me.

**Don't...**take any module or textbook home or out of the classroom.

**Don't...**disrupt others in the classroom, especially since we share the room with another teacher and class.

**Don't...** sit without anything to do. Always skip what you don't understand and continue working until I can help you.

**Don't...***get discouraged.* I am flexible. Together we will finish the course in a reasonable time.