**SAMPLE STUDENT AGREEMENT\***

There are two ways to ensure that students understand what is expected of them in their training. On occasion an instructor may have to refuse to provide a certificate of completion to a participant. Having a detailed syllabus that includes instructor contact information, expectations, assignments, and grading or a point system is one way to avoid misconceptions. Having students sign an agreement is an additional way to reinforce course expectations. Below is a sample agreement that you can modify for your course expectations whether your training is face to face, hybrid or eLearning.

**Technology**

 I agree that I have consistent access to the appropriate technology and Internet connection needed to complete this hybrid course.

 I agree to have the following for my computer: Adobe Acrobat Reader, Windows Media Player, Real Player, Word Processing program (preferably Microsoft Word) and a printer

**Course**

 I agree to log on to the eLearning platform every 3-4 days as required by my instructor(s) to check on forum postings, review facilitation sheets and answer any forum posting required.

 I understand that I may be asked to leave the class if I do not logon or complete class assignments for two consecutive weeks. This will be at the discretion of the instructor(s).

 I agree that I will strive for an understanding of the course concepts and their practical application.

 I agree to take the time necessary time to complete all weekly assignment and will make arrangements to make sure these are done each week even if it requires taking extra time at home.

 I agree and understand that I have only 10 days from the due date to complete work including forum discussions, journals, papers, wikis and any other assigned work in the course.

 I agree to contact my instructor(s) when I am feeling overwhelmed, falling behind with the course or as other significant issues arise.

**Face-to-Face Meetings**

 I agree to attend the required face-to-face meetings and understand that there may be additional expenses incurred as a result of traveling to the designated location.

 I agree if I miss the face-to-face meetings that I will be in jeopardy of not being eligible to apply for certification.

**General Ethical Responsibilities**

 I agree to abide by the NCDA Code of Ethics.

 I agree that I will do my own work, cite sources, and not plagiarize.

 I agree that I will not copy, share, or otherwise violate copyright restrictions of the course materials. This includes giving your username and password to another person so they can see the eLearning platform.

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Signature Date

*\* Adapted from Student Agreement by Mark Danaher, High School and Beyond, gcdftrainer@gmail.com*