

Oral Proficiency Class (OPC): Contract for Students in Spanish

Please read carefully, sign, and return to your professor by the second week of classes.

A. During the fall semester 2020, all our OP classes will be remote (via Zoom) and we are starting the Oral Proficiency classes on September 14.

B. As a Spanish Oral Proficiency student, you are expected to adhere to the following rules:

1. Every Spanish Oral Proficiency student is expected to attend every OPC class in which the student is enrolled. If the student is expecting to be late or absent, it is the student's responsibility, to contact the OPC coordinator and the OPC Leader, ahead of time, to notify them that he/she is expecting to be late and/or miss class.

2. OPC Leaders are expected to conduct every class. If a student is aware that his/her OPC Leader is not present to teach the class, it is the student's responsibility to report this within 24 hours to Professor Jimenez at tjimenez@tcnj.edu. If the absence is not reported within 24 hours, the students in the OPC class will lose credit toward their grade in this part of the course.

3. It is the student's responsibility to provide the leader the following information:

a. Their TCNJ ID#

b. The Spanish Course Code and Course Section Number (Spa 101-02, Spa 203-01 . . .)

c. Professor's name (Dr. Joseph Goebel, Dr. Luis Gabriel-Stheeman, Dr. Regina Morin . . .)

If ANY of these fields is missing, the leader cannot submit attendance and the student will lose credit toward his/her grade in this part of the course.

4. It is the student's responsibility to participate in every OP class he/she attends. If the student does not participate, the student will lose credit toward his/her overall grade in his/her Spanish Course.

5. Please be aware that **texting, using a cellular phone, or any other audible/recording device is not allowed in the Oral Proficiency classroom. Please turn them off before you enter the room.**

6. Please be aware that there are **no make-ups for Oral Proficiency Class.**

Signature of Student: _____ Date: _____

Name of student (**Please print your name clearly**): _____

Name of your Spanish professor: _____

Date Received by Conversation Hour Payroll Office: _____