



Ms. Harrison's Class Policies Marketing Education - Academy of International Business & Economics

Welcome to **Retailing and E-tailing**, in this class we will have the opportunity to develop skills that involve electronic media techniques necessary for a business to compete in a global economy. Students will coordinate online and off-line marketing. Students will demonstrate critical-thinking skills using decision-making models, case studies, various technologies, and business scenarios.

Teacher Information:

Ms. Tiffanie Harrison, MBA

Room 1308

Conference: 4th period & 7th Periods

Tutorials: Tuesday-Thursday 8:30 am-9:05 am

**Afternoon tutorials will be available by appointment.*

The lab will be open most mornings. You are always free to come in and work on a computer or print school-related materials for any class.

Phone: 512.740.1801

E-mail: tiffanie_harrison@roundrockisd.org

Website: www.tiffanieharrison.com



Scan to be directed
to my website

Materials:

- Writing Utensil, Notebook of Your Choice for Notes
- Headphones
- You may be required to bring materials for projects - examples include poster boards, popsicle sticks, pipe cleaners, paint, etc.

Make-up work/Late work:

- Please check my website for assignments that you have missed due to a class absence and/or see me upon your return to school.
- Late work will have 10 points deducted PER CLASS DAY the assignment is late. A late grade is better than a zero.

Journals: (Organizational & Writing Skills):

- Every day you will have a warm-up activity, either a journal entry or key terms and definitions.
- Journals will only be graded if saved in the appropriate directory.
- Keep journals in order by date.
- Please write your journal with all professionalism.
- Journal entries for the week will be graded as a quiz as follows:

All daily entries	Grade of 100
Some daily Journal entries	Grade of 50 /75
No daily journal entries	Grade of 0

Basic Guidelines:

**Students are expected to follow all guidelines for student behavior, electronic device usage and dress as stated in the student handbook.*

- Follow my Class Rules & Procedures
- Be in the room when the tardy bell rings. If you are more than 10 minutes late, you will be counted absent.
- If you are tardy please sign in on the tardy sheet.
- Remain seated until I dismiss the class. Please do not stand by the door.
- I do not assign homework! Please use class time wisely. If you need to finish an assignment at home, it's because you were absent or chose not to use class time. If you must take it home due to misuse of class time, it will be a late grade.
- All assignments must be neat! Messy work is unprofessional and points may be deducted.
- Drinks with lids will be allowed in my room. Small snacks will also be allowed - not full meals and NOT by the computers. I have the right to change these privileges if I am picking up trash every day. Please clean up after yourselves.
- You are young adults and can leave class at will to handle your business. My expectation is that you don't leave the first or last 20 minutes of class or during lecture. I do keep in mind that the bathroom is right across the hall and the water fountain is right outside my door. Only one person is allowed out at a time.
- Please put your first and last name and date on all assignments.
- You will frequently be encouraged to use your own device (cell phone, iPad, personal laptop) for classwork. However, these items should not be out without permission.
- Overall:
 1. Be Respectful
 2. Create A Safe Environment
 3. Be Engaged
 4. Be Prepared
 5. PROFIT!

Grading Policy:

- Daily work and participation - 20%
 - Quizzes, Journals, and One-day Projects - 30%
 - Tests, and Multiple-day Projects - 40%
 - Professionalism - 10%
- Total - 100%

**Cheating will result in a zero. The first offense will result in parent contact and the opportunity to complete an alternate assignment for a maximum grade of 60. You will also receive a referral which will go on your permanent record.*

Computer Usage

Students found off-task while using the computer will be redirected. If a student needs to be redirected a second time they will be removed from the computer and will be asked to work on non-computer work. Students will then be assigned morning or afternoon tutorials to complete missed classwork.

Round Rock High School Store & Graphic Design:

This year you will have the opportunity to work with brand-new on-campus graphic design lab to coordinate the print requests for the entire campus. Our full-scale print shop will be equipped with state-of-the-art machines which will include a T-shirt press, large-scale printers, a 3-D model printer, a glass printer and so much more. We will assist the Business Management and Marketing Dynamics classes in stocking and running the store. We will partner with the Professional Studies classes to launch Dragon Locker which will provide clothing and personal items for students who would otherwise go without.

Attitude:

Attitude is a Choice. A positive attitude is one of the most important things you have going for you in this class - and life. Always remember that I will give you credit for effort, and always remind yourself that you can do the work when you put forth honest effort.



201 Deepwood Dr, Round Rock, Texas 78681

Phone: 512.464.6000

Fax: 512.464.6190

Principal: Mrs. Natalie Nichols

Signing this form states that I have read and understand Ms. Harrison's **Retailing and E-tailing** class policies. This also will be my record for student information. Return this form by 09/02/14 for a quiz grade.

Student Name: _____ Class Period: _____

Student ID#: _____ Student Cell #: _____

Student E-mail: _____

What Academy are you in?: _____

Other Marketing courses taken: _____

In summary, what do you think this course will be about and what do you hope to leave with?

Parents / Guardian(s) Name (s): _____

Home Phone #: _____

Cell Phone #: (Mom) _____ (Dad) _____

Work Phone #: (Mom) _____ (Dad) _____

E-mail: (Mom) _____

(Dad) _____

Please Check Preference for form on contact: _____ Phone _____ E-mail

If you could tell me three things about your student, what would you like me to know?

1. _____

2. _____

3. _____

Student Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____