

Contract Agreement – CPAM 1110

Student Name: _____ **Instructor Name:** _____

This contract summarizes your career plan of action for the CPAM 1110 class during the _____ semester. Your CPAM Intake was reviewed by your instructor and your career objectives were discussed in your first individual meeting. Individualized assignments in this contract were selected based on your career needs and were mutually agreed upon by the instructor and the student.

Attendance - Student will attend a minimum of 5 class sessions (orientation session is separate). Individual meetings may be rescheduled only the case of emergency situations or with the instructor’s approval. If a student needs to reschedule a meeting he/she will notify the instructor by calling 448-8530 twenty-four hours in advance.

Career Portfolio/Floppy Disk – Student will maintain a career portfolio and disk including information from the instructor, career research, and assignments. The portfolio will be bound and include a cover page and Table of Contents. It will be well organized for review by the instructor.

Resume – Student will create a professional resume on resume paper with guidance from the instructor

Correspondence with instructor – Student agrees to write the following on the Subject line of all e-mail correspondence with the instructor: “CPAM 1110 – Your Name”

Syllabus – Student has read syllabus and understands the content.

Grade Point Distribution (Total – 100 points)

Attendance of Orientation session + 5 required meetings	10 points
Career Portfolio/Disk organization	5 points
Resume	10 points
Additional Individualized Assignments:	75 points:
<i>Assignment</i>	<i>Point Value</i>

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

My instructor has reviewed this Contract Agreement with me and if necessary has attached on separate pages additional information about individualized assignments. I agree with the contents of this contract and I understand that my grade for this course will be based on completion of assignments listed in this document. I further understand that all assignments must be submitted no later than _____.

Instructor’s Signature & Date

Student’s Signature & Date