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I.T. Bridge Training Center

2900 Corvin Dr., Santa Clara, CA 95051 • Tel (408) 737-7878 • Fax (408) 737-0808 • www.itbridge.com

## Policies for Maximizing Learning Effectiveness

- You are expected to attend each class on time and sign in before the class begins. Our Front Desk staff will collect the sign-in sheet at 10 minutes after class begins. No certificate will be issued to students whose absence is over 10% of the total number of classes.
- In order to achieve maximum learning results preview and review of class materials are essential. You are expected to devote at least equal amount of time equivalent to the number of class hours each week for yourself to study at home.
- The books we chose for you are good “textbooks”. They are not meant to be reference bibles. You are encouraged to buy your own reference books recommended by teachers.
- You are expected to finish assignments on time, including reading assignments, written assignments, or hands-on exercises.
- Please observe the following classroom/Lab rules:
  - No copying of software from school’s computers.
  - No downloading or playing games during class.
  - No food and drink in classroom. No disruption to the class, instructors and the Center.
  - **No taping or recording in classroom in respect to instructors’ intellectual property.**
  - Printers in the Lab are for printing class assignments and your resumes. Printing of other materials is prohibited.
- Please turn off the computer before leaving at the end of each class. To maintain constant availability of classroom and Lab computing environment, please report problem PCs by filling a form affixed on the wall of each classroom and pass it to Center’s on-duty staff. Later on, you may consider email our technical supporting staff to report the problems.
- To facilitate communications among students, instructors and center staff, you are required to set up your personal e-mail account during first week of class. Please give/update your e-mail address and contact information to our staff.
- Your compliance with the above policies is greatly appreciated. As your career partner, I.T. Bridge will provide you with the best service and support as much as we can to assist you in the learning of new skills in Information Technology. Harvest comes from hardworking. Your efforts and dedication will be rewarded in your career advancement.
- I.T. Bridge will try our very best to provide you with career assistance – career counseling, resume writing, interviewing skills, job searching via the Internet, dealing with the placement agencies, etc. However, you are responsible for your own career. Jobs do not come to you. You need to actively approach the job market. Always keep a copy of your resume with you. When opportunity comes, you need to be ready.

**I have read and agreed with the above policies.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_