

## Course Participation Agreement

By signing this document I agree to the following conditions, as they pertain to my language course provided by nanoGUNE.

### I. Materials

- a. I understand that I am responsible for purchasing all course materials, i.e. books and study guides.

### II. Attendance

- a. I understand that I am required to attend all classes except in the case of illness or work related absence, i.e. business trips, conferences, meetings, holidays, days off, and requests from my supervisors.
- b. I understand that I am required to sign my personal attendance register every class and that I must use my legal name (this should be the same name on the register).
- c. I understand that in the event I cannot attend class I will notify the teacher with as much prior notice as possible by either telling the teacher during the prior class that I am going to be absent the next class, through a forum entry, email, or sms in the language I am studying.

### III. Level of Satisfaction and Evaluations

- a. I understand that if I am not satisfied with the teacher or my progress, I should notify the administration of nanoGUNE and give details in writing as to why this is the case.
- b. I understand I am required to fill out evaluations about the course and give periodic feedback regarding my level of satisfaction as well as constructive criticism on how the course could be improved.

#### **Please Print Clearly:**

Name: \_\_\_\_\_

Last name(s): \_\_\_\_\_

Telephone and Mobile Phone T: \_\_\_\_\_ M: \_\_\_\_\_

E-mail (use your professional email if possible) \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tripartita** (to be filled by the center)