

## Program Expectations

1. You will satisfactorily **complete all assigned course work prior to arrival at UWG on June 8, 2008.**
2. You will make every scheduled class and visit. Any absences will lower your assigned grades.
3. You do the visit site reading prior to the visit.
4. All students are expected to be appropriately dressed and in the gathering area (the classroom at West Georgia, the main lobby of the Union Theological Seminary in New York, and the main lobby of Hughes Parry Hall in London) at the time designated for every visit.
5. You are expected to be alert, attentive and gracious at every visit. The individual at the financial institutions and corporation that we visit are taking time out of their schedule to host you. You need to show our hosts the respect that they deserve for taking their time to show you their work.
6. The presentations are being done for you. Please ask questions about the presentation, the company, or the industry. Most of the presenters will gauge the success of their presentation based on the questions asked.
7. You need to treat all participants in the program with respect.
8. You need to be respectful of everyone you come into contact. You are representing not only yourself, but West Georgia and this program. We have long-term relationships with the dorms, the corporation and the financial institutions. The maintenance of the relationship depends on your actions.
9. This is an academic program, not a tourist program. Students planning trips outside of London can leave only after 8:00 pm on the day of the last visit. In London we will attempt to structure the schedule so there will be one four day weekend. The visits are planned based upon the schedule of the individuals and companies we will visit. Finally, there can be changes in the schedule due to unforeseen events that affect our hosts.
10. Any student can be sent home at any time at the discretion of the program faculty. You will be sent home if your conduct is found to be detrimental to the program, others or yourself. Those students sent home will receive a grade of "F" in all classes.
11. When traveling away from the program, you will need to fill out a travel information sheet. Traveling away from the program is leaving the city of Carrollton during the first week, leaving the island of Manhattan during the second week, and leaving Zone 1 in London during the last two weeks. Only one sheet is needed for a group traveling together. The objective of the sheet is to be able to contact you in case of an emergency. When leaving, if you have forgotten to fill out a sheet, you can leave a note at the front desk in New York or London. In Carrollton and New York, you can call my cell phone at (770)328-7729. In London, besides the phone in our room, I will have a European phone whose number I will give to everyone.
12. During the program if there are any questions or problems, please contact Ron Best, Joey Smith, or Bill Schaniel. Please let us know if you or someone else is ill, or have been involved in any incident. Please contact one of us as soon as possible, no matter the hour.