

FIRM CONDUCT RULES

Amigo Firm Rules of Conduct

1. All firm members shall read the assignments and prepare for class according to the syllabus.
2. Firm members should be honest about their answers and participate in firm discussions.
3. Firm members should strive to act with professionalism with regards to each other.
 - a. Communicate clearly.
 - b. Strive to be punctual to class and firm meetings.
 - c. Criticism should be constructive in nature. Each individual's opinions contribute new ideas to the firm and should be respected.
4. Members shall be open about their decisions concerning the firm.
 - a. Members shall notify their partners about any decision to appeal an answer.
 - b. Members shall confront partners about complaints and remedies before engaging in disciplinary proceedings.

Brilliant Brunettes Firm Code of Conduct

Decision Making

"Majority Rules" will be the way that decisions are decided in our firm.

Respect

Allow everyone to give an opinion and be courteous when others are speaking. Everyone should have a chance to share their opinion before the firm makes a final decision. Each member will keep an open mind and try to see other people's points of view.

Effort/Deadlines

Everyone will give reasonable effort into all assignments and meet predetermined firm deadlines. If a group member anticipates not meeting a deadline, she will notify the entire firm to determine an appropriate course of action.

Class Attendance/Participation

Each member will prepare for class and contribute in a meaningful way to the discussions and quizzes. Each member will make a reasonable effort to attend class and if she misses a class will

contact the firm members to make up the assignment.

Communication

Each member will include all other members in communications related to firm/class assignments. Response time to emails should be within 24 hours unless extenuating circumstances exist. In the event of extenuating circumstances she will contact the entire group as soon as possible to evaluate how to proceed.

Leadership

The firm will share in each leadership responsibilities and each member will have an opportunity to act in a lead role. Each member should take the lead on projects or segments of projects at various points throughout the semester.

Fensamin Immigration Firm Conduct Rules

1. Firm members will treat each other and others in a respectful and professional manner.
2. Firm members will be responsible, prepared for class and will contribute to group discussions meaningfully.
3. If any firm member(s) would like to pursue an appeal, all firm members must contribute by that Sunday at 6pm.
4. If a member's performance is at issue, the rest of the firm members will give him/her the appropriate notice via email.
5. In the event a firm member will be absent, he/she will inform the other members as soon as possible under reasonable circumstances.

PANDA Firm Code of Conduct

1. Firm decisions will be based on a majority vote.
2. Firm Members are to conduct themselves in such a way that the entire Firm may mutually benefit from each other's successes. Studying, discussion, and basic human courtesy enhance all Firm Members' experience, learning, and chance for a passing grade. Laziness, isolation, and unhealthy competition deter any benefit for the Firm, as well as deter any benefit for the individual Firm Member so acting.
3. Firm Members will be respectful and allow each Firm Member the opportunity to give their views on a relevant question, assignment, or other task. If you have a different view from a Firm Member or the entire Firm, you may respectfully dissent.
4. Firm Members will contribute to Firm discussion not only through verbal communication, but

also through thoughtful listening to other Firm Members' ideas and opinions.

5. Firm Members will make a good faith effort to decide what the actual answer is to each quiz question before class, during the quiz, and during Firm discussions. Firm Members must also be prepared for class, including taking any practice quizzes and preparing class readings/materials before class starts.

6. Firm Members will honestly provide what answer they gave to each quiz question when the Professor allows for group discussion.

7. Firm Members will make a good faith effort to inform at least one Firm Member of their impending absence. The consensus for communication with the Firm regarding an absence is by e-mail, but any other reasonable means of communication is acceptable as long as at least one Firm Member is aware of the impending absence prior to the start of class.

8. Firm Members shall adhere to all deadlines and time frames set by the Firm. A Firm Member shall be excused from missing a minor deadline if they communicate with the group.

9. Firm Members shall provide mid semester notice to any Firm Member the Firm feels needs to improve in a performance area in order for the firm member to avoid a poor review at the end of the semester. Notice must be provided by October 23rd, 2013.

Pelletier Firm Code of Conduct

1: Confidentiality

All communication relating to firm business should be kept in strict confidentiality.

2: Communication and Interaction

All members agree to communicate openly and honestly with the utmost respect toward each other. Communicating openly and honestly includes keeping the firm environment free from discord by professionally discussing and respecting any dissenting opinions as well as sharing all ideas rather than withholding answers for personal benefit.

3: Disagreements/Disputes

In the event of a dispute or disagreement, each member agrees to vote on the appropriate direction. In the event of a split, the person with the birthdate that is closest to the day in question will be the deciding voter (exclusive of the party/parties) in dispute. All decisions will be final and binding.

4. Participation and Accountability

Each member agrees to actively participate and engage in all assigned group activities. Active participation includes attending and fully preparing for as many classes as possible.

5. Notice of Violation

If a group member is in violation of any of the foregoing rules, the group will notify that member and allow two weeks for corrective action. If the member takes no corrective action, cannot explain the violation, or commits another violation later in the semester, the group reserves the right to note the violations in our end of the semester survey.

Single White Females and Heaton: Firm Rules

Innovativeness - bringing unique ideas, approaches, and solutions to the collaborative environment.

Engagement - collaborating with the team and participating in the class discussion.

Reliability - completing assigned projects by the deadline and in a complete manner.

Openness - voicing and receiving thoughts, suggestions and the like with respect.

Communicativeness - providing as much notice as possible if team member is unable to complete assignments or attend class