

## **Amarillo College Technical Education SET Code of Professional Conduct**

Amarillo College has the responsibility to provide you with the education, training and “hands on” practice to become a professional in your chosen field. The instruction, equipment, facilities and apparatus are provided for your use. Studying, practicing and *learning* are required by you.

As a participating student in Amarillo College Technical Programs, you will be expected to act, perform and train in a professional manner. The following rules and guidelines are to be followed by everyone.

### **Attendance:**

Unless it is an emergency, it is highly recommended that you do not miss class. Recovery of missed information will be the responsibility of the student. Class begins at the scheduled time. If you are not in your seat in class or at the designated location during laboratory exercises, you will be counted as tardy. The student will be required to show an acceptable understanding of the topic(s) covered during their absence. Check syllabus for your instructor’s policy regarding attendance.

### **Professional Attire:**

Every student will be required to present a professional image.

Attire will be:

- shirts with sleeves
- clean and well maintained
- no large rips or tears
- held at the waist (i.e. no sagging)
- blue jeans or long pants (no sweats/exercise pants/yoga pants/shorts)
- have no hanging chains/loose strings (safety issue)
- closed toe shoes

You are expected to reflect the dignity, pride and respectfulness of an industry professional.

Lab attire will be determined by your instructor. Please check your syllabus.

Your Personal Protective Equipment (PPE) shall be worn when indicated by the Instructor in charge during any training, field, or laboratory exercises. It is your responsibility to keep your equipment clean and in good shape.

**Required professional attire is mandatory for class and laboratory participation.  
Tools / Equipment / Books / Supplies / PPE:**

You must show up to class with the required list of tools/equipment/books/supplies/PPE listed on your syllabus in order to be allowed to participate and earn credit for the day.

## Conduct:

Due to the importance of maintaining a **safe atmosphere** in the training field/laboratory environment as well as in the classroom, any disruptive behavior will not be tolerated. All students are expected to be respectful, courteous, attentive and quiet in order to support the learning environment.

There shall be no smoking except in designated areas and during designated breaks.

Students shall refrain from the use of abusive or slanderous language. There is to be no horseplay, fighting, harassment or misconduct by anyone. Any student who uses, has in their possession, or is under the influence of illegal drugs or alcohol on campus or at the training field will immediately be turned over to the campus police for appropriate action. This will be a **ZERO** tolerance policy with immediate steps taken toward withdrawal from Amarillo College.

Anyone who is caught cheating on an exam or quiz will immediately be excused from class and not allowed to return. This is an Amarillo College rule and will be strictly enforced. This applies to plagiarism as well.

## Electronic Devices:

All electronic devices which produce audible sounds **must be silenced and will not be used** during classroom time or in/on the laboratory/training field. All visual slides and materials are the property of the instructor and may be copyright protected, hence no photocopy is allowed. See the syllabus for your instructor's policy on this matter.

Amarillo College laptops are provided to the students for training purposes only. No personal use unless prior approval by the Instructor is granted. **Misuse of an Amarillo College laptop will result in the student being removed from class and not allowed to return.** Instances of approved use include, but are not limited to: student/personal email (password retrieval for on-line access), YouTube (approved training videos) or other approved sites by the Instructor. Instances of non-approved use include, but are not limited to: pornography, personal business, craigslist type adds, sale adds, sports or fantasy sports.

## Grievances:

Any student who feels that there is a conflict with a course instructor should first make every effort to resolve that matter with the instructor. If you are unable to resolve differences then you should seek resolution from the immediate supervisor of the instructor or the course coordinator.

**NOTE: Compliance with the Amarillo College Technical Education Code of Conduct is mandatory for class participation.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_