

TAM PROFESSIONAL CODES of CONDUCT

Being a Mizzou TAM Student

Attending MU to obtain a degree would prepare students with solid subject matter grounding for professional fields. Similarly, the classroom atmosphere is intended to prepare students for the professional workplace through expectations of attendance, participation, courtesy and respect. Students are developing important work habits and attitudes during their college years; these should be positive, professional ones.

In TAM, we recognize the important role of student participation and active learning play in overall student success. Regardless of the modality of the courses, all TAM faculty and instructors want all students to reap the benefits from actively learning and participating in the classroom. The following professional codes of conduct outlined below will help facilitate a respectful and learner-centered learning environment.

PROFESSIONAL CODES of CONDUCT

1. Conduct themselves ethically, honestly and with integrity in all situations.
2. Behave, write, and speak professionally, respectfully, and courteously at all times, including in electronic communications.
3. Use university property, supplies and other resources effectively and efficiently.
4. Make every effort to prevent discrimination and harassment.
5. Complete all assignments and exams in compliance with course requirements and University academic honesty standards.
6. Safeguard confidential information.
7. Take responsibility for participating in

classroom activities and events, modes of instruction (i.e. lectures, handouts, readings, etc.), and completing assignments.

8. Honor the policies set for each class with respect to attendance, assignments, and the use of electronic devices.

TAM CLASSROOM ETIQUETTE

1. Attendance and Participation: As regular attendance is expected on any job, attending and participating in classes is a critical part of the student's job. Students are expected to come to class prepared having done the preparatory work required, respectfully participating in classroom activities and discussions, and demonstrating ownership of your learning by asking questions when needed. Studies have found that students who participate in active learning experience increases student motivation, improve communication skills, and stimulate creative thinking (Yaylacı & Beauvais, 2017).
2. Respect for faculty and other students: Be courteous. It is not polite to walk in and out of class casually; this is disruptive and disrespectful of both faculty and other students.
3. Catching up is the student's job: If a student misses class or arrives late, it is the student's responsibility to get the information missed from other students.
4. Arriving late for class or leaving early: Arriving late and/or leaving early are disruptive to the professor and other students. Arrive on time and stay for the full period if one expects to be counted present. If you anyone has an emergency and needs to leave early, please talk to the professor prior to the beginning of class to explain this.

5. Talking to friends during class: This is disruptive to both the professor and other students. It is easy to believe other students near you think it is o.k.—but that is usually not the case. When the professor comes to class to start, courteous students will stop talking for class to begin.
6. Doing other work in class: Students seem unaware of how easily a professor can see what each student is doing during a lecture. Doing other work, browsing other websites, etc. is very obvious to the person standing at the front of the room. This does not reflect the student well on the professor.
7. Eating and drinking in class: If a student has no lunch break, it may be acceptable to eat inconspicuously in a class. However, this must be done respectfully with consideration of others. Food is not allowed in the TAM labs, apparel labs and computer labs, under any circumstances.
8. Bathroom needs: Students should take care of their bathroom needs prior to class, so that individuals leave class for this purpose only in case of emergency.
9. Cell phones: Cell phones must be silenced during the class. Texting and chatting during the class are disruptive and disrespectful to other students and the professor.
2. Students need to communicate with the Instructor when unable to attend the course in its offered format.
3. Students are expected to notify the Instructor in the event they become ill whether COVID 19 related or other health related issues that would prevent you from attending normal class sessions. In these cases, the Instructor will work with students to provide other opportunities and formats for learning and engagement in classroom activities and lessons.
4. Students would follow specific attendance/participation policy related to COVID 19 for each class.
5. Students would follow recommendations made in “Decreasing the Risk of COVID-19 in Classrooms and Labs from <https://provost.missouri.edu/syllabus-information/>.
6. The University of Missouri Student Accountability and Support page outlines unacceptable behavior in the Standard of Conduct (CRR 200.010) section. If behavior becomes threatening, disrespectful, or distracting to other students, teaching assistants or professors, or breaches any other standards listed in the Course Syllabus or the Campus Standard of Conduct, the Instructor may ask the offending student to alter their behavior, change groups, and/or discontinue communication. If the student continues their offensive behavior, we may ask the student to leave the learning environment, with campus police assistance, if necessary, and the matter will be turned over to the Office of Student Accountability and Support in G206 MU Student Center. See the Office of Student Accountability and Support to read the rules and regulations for the University of Missouri and for which you are expected to abide.

COVID 19 RELATED

TAM is working with the University campus to ensure your health and safety. Both the University and TAM have taken great efforts in cleaning, sanitizing, and practicing safety guidelines to prevent the spread of COVID 19. Students can also do more to keep all of us stay healthy and safe.

1. Students would comply with the published University [Show me Renewal](#) and CDC recommend guidelines to help prevent the spread of COVID 19 to campus community.

