

TAM PROFESSIONAL CODES of CONDUCT

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

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.