I. INTRODUCTION

The Department of Health and Exercise Science embraces the concept that regular physical activity or exercise enhances health, fitness, and performance. The department aspires to and strives for excellence and distinction in teaching, scholarship, and professional service, and believes that a serious and continuing commitment to scholarship complements and enriches teaching. The department is committed to providing an intellectually challenging yet accessible environment that fosters and maximizes students’ learning and development. The department offers a comprehensive curriculum that encompasses both the breadth and depth of knowledge of human health and movement. Through a variety of course offerings, laboratory and field experiences, pedagogical practices, research opportunities, and student-faculty interactions, our graduates will develop the knowledge, skills, and abilities needed to excel as professionals or as continuing students seeking advanced education.

The Academic Policies and Program Requirements contained in this document apply to students enrolled in HES programs consisting of Health & Exercise Science (HES) or Health & Physical Education Teacher Education (HPET). Students are required to read and comply with these policies and requirements. These policies are also available on-line as well as part of the TCNJ Department of Health & Exercise Science Student Handbook.

Please note that most program information can be located on the HES student resource center. Please use this as your first reference site.

II. COURSEWORK REQUIREMENTS

A. Advising

Each student is assigned an advisor. It is the student’s responsibility to scheduled meetings to discuss program requirements, course registration, program progression and personal goals each semester. Failing to meet with an advisor may lead to a hold being placed on your account. The advisor will keep records of advising sessions and provide select formal opportunities to meet each semester, however the student may also request informal meetings. HES and required BIO and STAT courses regularly fill to capacity, failing to meet with advisors and register during assigned times may result in the inability to be added to required courses and postpone progression in the program.

B. Attendance/Punctuality/Participation

The college does not have an attendance policy, but it does have a participation policy. If you are not in attendance, you are not available to participate.

- Arrive to class prior to the indicated start time. The motto is “early is on-time, on-time is late”. Stay for the extent of the course. Arriving late or leaving early may negatively impact your overall grade since participation may be required during those times.
- It is the student’s responsibility to notify the instructor of an absence, expected lateness, or need to leave early PRIOR to the start of class.
- If missing class, it is the student’s responsibility for attaining missed content and determining future assignments. It is not the professor’s responsibility for providing you with materials after the course has met.
- For extenuating circumstances, professors have the right, at their discretion, to determine if the absence is excused.
Participation is expected in activity based classes. The inability to participate in at least 80% of class activities will result in the following regardless of reason: 1) the need to repeat the class or 2) '0' or diminished credit earned for assignments specific to activities for non-participation. Clear communications must be ongoing with the instructor. The instructor has the discretion to make accommodations as needed (additional information under Accommodations).

If a semester-long injury or illness occurs, a withdrawal from the course may be necessary as course learning objectives may not be met.

C. Clinical Field Experience/Clinical Practice (Student Teaching) Placement Guidelines
Clinical field experiences and clinical practice (student teaching) are required elements of the HPET program. The Department is unable to determine which districts/schools/cooperating teachers will participate in serving as a professional development site since school placements are dependent on school district approval.

- Placement sites may not be requested.
- Placements will not be made in the home school or district of a student unless other sites are not available.
- Students must have their own transportation to get to and from field experience/student teaching placements.
  - The Department will attempt to accommodate students with transportation concerns, however, it is the student’s responsibility to indicate a lack of transportation to the field experience coordinator early in the field experience semester.

D. Clinical Field Experience/Clinical Practice (Student Teaching) Requirements
Prior to placement in a school environment, the HPET major is required to do the following and are done at the student’s expense.

- Complete a TCNJ or state criminal background check (state requirement).
- Complete TCNJ supported & the state required harassment, intimidation, and bullying (HIB) certification workshops.
- Obtain First Aid/CPR/AED certification by the American Red Cross or American Heart Association (professional rescuer, infant/child & adult) for all field and student teaching experiences.
- Negative TB test result.
- Obtain substitute teaching certificate. After completion of 60 college credits the student is eligible and should apply for a substitute certificate. Since TCNJ does not handle substitute certifications, it must be completed through a supporting district by contacting local district’s board of education to start the process.
- The year prior to student teaching the student is required to attend a mandatory meeting and apply for student teaching placement through the STEP office.
- Register, take, and send scores to the College at least one semester prior to student teaching. Scores must be received at least 30 work calendar days prior to the start of the student teaching experience or the student will not be allowed to student teach.
- Additional background checks may be required by a school district in which you may be student teaching.
- Requirements may change based on department and state changes.
- Minimum GPA requirement of 3.0 for HES 380, HES 480, and HES 490
E. **Fitness Testing/Skills Testing**

It is a requirement of HPET majors to take and pass a physical fitness exam and physical skills exams prior to graduation. The fitness exam, taken in sophomore-senior years, will test both health related and skill related components of fitness. The physical skills exams will be administered in the HES activity courses. Students must meet or exceed proficient levels of skill and fitness to progress through the program. Modification to the exams may be made for individuals with disabilities.

F. **HES internship requirements**

HES internships will primarily only take place in the fall and spring semesters. Summer internships are considered due to special circumstances and are provided only with special permission.

All 100-300 level HES/BIO/STAT courses, with the exception of HES 497 and one other 400 level HES course must be completed prior to registering for HES 493 (HES 496) -Internship registration. No exception will be provided to any student who has not successfully completed all HES/BIO /STAT 100-300 level requirements. However, it is at the discretion of the internship coordinator, with support from the faculty advisor and Department Chair, to alter the sequence of senior level courses. Prior to the start of the internship, a minimum cumulative GPA of 2.75 is required in the designated classes outlined in the program planner [prior to fall 2014 = 203, 204 (or 205/301), 302, 311, 405, starting fall 2014, all required courses].

One year prior to the internship the student is required to attend a mandatory meeting to indicate semester of internship and the area of interest. The student will be required to complete the online Internship Application before attending the meeting.

Before the internship begins, students must demonstrate competencies in a variety of assessment techniques and proof of attendance at three professional development experiences is required.

Internship placements are at the discretion of the coordinator and special requests may not be accepted. Placement locations, in general, will be within a 30 mile radius.

- Students must have their own transportation to get to and from the internship site.
- The Department will attempt to accommodate students with transportation concerns, however, it is the student’s responsibility to indicate a lack of transportation to the coordinator at least one semester prior to the start of the internship.

**HES internship requirements include but may not be limited to:**

- The completion of 450 hours,
- One mandatory professional development experience
- HIPAA Legal Liability Issues and Universal Precautions
- CPR/FA/AED for the professional
- Criminal background check
- Drug testing
- Physical examination
- Personal statement

**The Department Chair signature is needed to register for the internship. A signature will ONLY BE PROVIDED if ALL internship application materials have been received. As indicated above,**
requirements/application materials may vary based on department, state, or professional organization changes.

**Grading of internship:**
The internship site supervisor provides the mid-term and final grade by use of the performance rubric. Upon starting the internship, calculation of attendance by the site supervisor is specific to each internship site may alter the final grade. Student’s final internship grade is dependent on upon strong participation. As per TCNJ/HES Participation Policy students must complete 80% of the experience regardless of circumstance.

**Internship completion:**
A total of 450 hours on site and on-campus requirements must be met as outlined in the syllabus. For any unforeseen reason the internship hours cannot be completed during the regular semester time-frame, contracts with the internship site currently do not allow for extended or modified duration. For that reason a final grade may be reduced, the student may earn an incomplete and after the contract is updated for the following semester the internship may be completed, or a course withdraw may be necessary and the student must repeat the course when able to meet the participation policy.

**G. External Examinations**
HES students are required to complete the following examinations. Student scores are used for program endorsement and accreditation.

**HESA = ACSM/CSCS/NSCA Exam** - The HES program, requires students to take the ACSM Fitness Specialist exam or NSCA’s CSCS exam during the HES 497: Capstone Course. Scores must be sent to The College of New Jersey and provided to the course instructor and internship coordinator. Non-passing scores may negatively impact your course grade.

**HPET = PRAXIS I & PRAXIS II** –
PRAXIS I-A teaching certification in the State of New Jersey is a lifetime credential that authorizes the holder to teach in a New Jersey public P-12 or charter school in their area of specialization. Obtaining a certification is not a single step process, but rather a journey in developing and demonstrating the academic and pedagogical skills needed to meet the demands of New Jersey’s schools and their students.

TCNJ’s HPET candidates attending formal teacher preparation programs must satisfy State mandated regulations as part of their preparation pathway. The Certification Office is available help students understand the certification process and maximize their ability to realize their educational and certification goals. The information provided here offers an essential starting point for students in each of our teacher preparation programs!

The following requirements apply to ALL students for initial certification:
- GPA – All candidates for certification graduating after Sept 1, 2016 must have a GPA of 3.0 to be recommended for a teaching license by the TCNJ Certification Office.
The New Jersey Department of Education requires ALL candidates to demonstrate basic skills on a Commissioner approved test of basic reading, writing, and math OR present one of the following:

- 1) SAT score of 1660 or higher
- 2) a score of 23 or higher on the ACT,
- 3) a minimum score of 4 on the analytical writing section and a combined score of 310 on the Graduate Record Exam (GRE)

If you don’t have a qualifying score on one of the exams above, you must pass the Praxis: Core Academic Skills for Educators tests in Reading, Writing and Math

The Educational Testing Service (www.ets.org) is the agency that handles all testing for teacher and preparation programs. Information, registration, and available testing dates for the Praxis Core dates are available on their website.

http://www.ets.org/praxis/about/core/content/

PRAXIS II: Prospective teachers must take the NJ State PRAXIS Physical & Health Education Content Knowledge certification exam prior to registering for student teaching. HPET students are encouraged to register to take the exam the semester prior to student teaching, after successful completion (or close to it) of all HES content courses (including HES 390 and HES 460). Scores MUST BE submitted to The College of New Jersey. Study materials can be purchased through ETS (ets.org).

Note:
1) The Praxis CORE exams do not substitute for the Praxis II Content area tests that are required. Praxis II content exams must be completed before JFE of Student Teaching assignments can be made.
2) The Certification Office can provide information on requesting SAT scores from CollegeBoard if you do not have a copy. CollegeBoard charges a fee for the service.

edTPA: State required working portfolio of teaching capabilities. This will be completed during student teaching I or II as indicated by the program coordinator.

H. Student Travel
Internships, field experiences, and student teaching experiences require students to travel to off-campus clinical agencies, hospitals, schools, fitness centers, etc. Students are responsible for arranging their own transportation to these off-campus sites. Placement locations, in general, will be within a 30 mile radius.

I. Technology
It is at the discretion of the faculty member to allow the use of cell phones and other electronic devices in the classroom or in the clinical/field experience/student teaching setting. HES faculty typically discourage the use of phones and computers as it distracts from the learning experience and research indicates it reduces learning. Clinical agencies, school districts, and internship sites may
have policies prohibiting employees and students from using personal phones, including texting and cameras, in all areas where patients and visitors have access. Students are responsible to learn and adhere to these policies.

J. Accommodations
The HES department will support ADA guidelines for individuals with physical and mental disabilities. It is the HES major’s responsibility to notify course instructors of any accommodations outlined from the Office of Differing Abilities or medical personal. All accommodations will be considered, however may not be approved if the accommodations limit the ability of the student to meet or demonstrate the course learning goals. Alternate learning objectives may be created to afford the student the opportunity demonstrate said competencies, where appropriate.

III. PROGRAM REQUIREMENTS

A. Add/Change Classes
If a student needs to add or change a course, the “Add/Change” request form may be found on the HES website and must be completed to be considered.

The procedure for attempting to enter a closed class is as follows;
1. Locate the “Add/Change Class” link on the HES website under the student resource tabs.
2. Complete the form and click Submit.

After reviewing all requests the following may happen:
1. Accepted and added to the course.
2. Wait listed - another section may be opened if enough students are wait listed and need the course.
3. Denied entry.

Note: The HES Department cannot enroll students into other department courses. If the course needed is offered by another department, the student must contact the department and make the appropriate request.

B. Discipline Criteria
1. Grade/GPA requirements
As stated in the Department undergraduate bulletin, all HES majors must earn a grade of ‘C’ or better in all required courses (HES, BIO, ELE, STATS, etc.). HESA students, prior to beginning the internship, a minimum cumulative GPA of 2.75 is required in the designated classes outlined in the program planner.

For teacher preparation courses (150, 151, 240, 260, 270, 280, 340, 360, 371, 380, 480, 490, 498) a minimum grade of ‘C+’ is required. Prior to student teaching, HPET candidates seeking a teacher-education certificate in Health & Physical Education must have an overall GPA of at least 3.0. Minimum grade or GPA needs are subject to change based on state requirements.
A student teaching placement cannot be made until the minimum GPA is reached. It is the student’s responsibility to either repeat courses or take additional courses to improve one’s overall GPA.

2. Remediation/Dispositions
Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional and educational practice. Students who do not demonstrate such behavior and standards may be removed from: courses, teacher preparation field experience, student teaching, and internships experiences are subject to a failing grade in the course and possible dismissal from the program.

Students failing to meet grade requirements or professional behaviors are required to complete a remediation or disposition form with the course instructor, advisor, and/or department chair. The remediation/disposition form is to identify current shortcomings (either academic or behavioral) and outline a plan for future success. Receiving more than one remediation/disposition form may lead to the student’s removal from a course. Removal from the program will depend on the nature and severity of the remediation and student’s disposition. As per the Student Conduct Code no warning or previous notifications are warranted in situations where student conduct has been deemed inappropriate. Some examples may include: drugs, violence, illegal actions, dangers to child/patient welfare, or failure to maintain confidentiality. A form must be completed during or after the semester after the course is completed. The form must then be returned to the HES main office by the deadline indicated.

3. Repeating Courses
The minimum grade required for all HES required courses is a ‘C’ and for teacher preparation course a ‘C+’. As indicated in the TCNJ Repeating Courses policy:

“A student may repeat any course once. If a student desires to take a course more than twice, permission must be obtained from the chair of the department in which the student is majoring and the chair of the department offering the course. When a course is repeated, only the highest grade is counted in the grade point average* and toward meeting graduation requirements, although all grades earned will appear on a transcript.”

Permission to take the class more than twice is at the discretion of the Department Chair. It is HES Department policy that no student will be allowed to repeat a course more than twice. Each student is given two opportunities. A course dropped after the designated drop date where a “Withdraw” grade is earned constitutes an attempt. If the course cannot be successfully completed in two attempts, the student will not be allowed to continue in the HES program and will be required to seek another major outside of Health & Exercise Science. Each scenario for requesting to repeat a course is different and the Department reserves the right to offer additional opportunities to repeat a course for select circumstances (medical leave, etc.)
C. Electives

**HES**
Currently the HES program allows for multiple elective course opportunities. This provides each student with enough electives to meet requirements for prospective graduate school programs (PA/PT/OT/etc.). A list of the types of graduate school pre-requisites can be found on the HES website, however, the requirements may change without departmental knowledge and it is the student’s responsibility to periodically check with programs of their choice. HES students must be forward thinking about which electives to take and when to take them. This can be mapped out with the assistance of an advisor.

**HPET**
Currently the HPET program allows for three elective courses. Electives are encouraged to be used in one of two ways:
1. For health or certification courses that will assist the students in performing better on the state required PRAXIS certification exam
   or
2. Additional (3) liberal learning classes which allows students to meet state requirements for other teacher education certifications (i.e. Elementary Education or Secondary Science).

D. Exercise is Medicine on Campus Group
The mission of the HES EIM Group is to represent all Health and Exercise Science (HES) students. All majors are required to be members of the EIM Group and make meaningful contributions. Each student must participate in one event each academic year. Events will be presented to the student body during monthly meetings. The organization encourages membership in professional organizations on the local, state, and national levels as well as provides an opportunity for personal professional growth and participation in college-wide and community-based activities that promote healthy eating and regular participation in physical activity by all children and adults. Students must demonstrate evidence of annual involvement in the Exercise Is Medicine on Campus Chapter events, and other departmental, campus, community, or professional activities that support the mission of the department.

E. Program Assessments

**HES Program**
HES program will be assessed periodically based on the learning goals. HES students will be required to demonstrate assessment competencies prior to being placed for the internship.

**HPET Program**
The HPET program is currently accredited by NCATE using the NASPE Initial Teaching Standards. There are programmatic signature assignments that all HPET students need to successfully complete in order to move through the program.

During all field experience courses, students must successfully pass the content portion of the course and both the teaching and disposition portions of the field experience. The inability to pass all three portions will result in course failure, and based on the nature of the disposition assessment, possible removal from the program.
F. **Professional Development Experience Requirements**

Professional Development Experiences (PDE) are required to enhance and support student learning and may include approved conferences, workshops, symposiums, webinars, in-services, etc.

These experiences should DIRECTLY relate to the student’s current area of study and assist in furthering their professional knowledge and preparing them for future employment. Some professional development requirements are built into HES courses and may be part of the overall course grade. If there is a question of PDE appropriateness or weight, the student must seek guidance from an advisor or the department chair.

Students must attend a professional meeting/conference yearly. A minimum of four full-day professional development experiences are required prior to graduation. Two required sessions must be met by a TCNJ HES conference and state, regional, or national level (NSCA, ACSM, or SHAPE) conference. The remaining professional development experiences can be met through a combination of activities (conferences, seminars, trainings, certification courses). Proof of attendance and summary form must be submitted to the department and student’s web portal. Failure to complete professional development requirements impact Capstone and Internship grades.

Regardless of when the student entered the program, **a minimum of four (4) full-day professional development experiences must be completed prior to graduation.**

- Attending one (1) PDE per year is strongly encouraged.
- Please note, one (1) must be a state, eastern district, regional, or national conference (NSCA, ACSM, AAHE, or NJAHPERD/AAPHERD).
- Students may attend multiple half-day PDE in order to equate to one full PDE. Note that department/advisor approval is first required.
- All students are encouraged to get pre-approval for professional development experiences, as some may not be deemed appropriate.

When a PDE has been completed following must be done to obtain credit.

- Proof of attendance must be attached to the conference worksheet form.
  - The worksheet form is located in the student’s folder in the main HES office, room 216, in the forms box in the main HES office, room 216 or under Student forms on the HES website.
- The student’s advisor must sign off on the conference worksheet form for the student to meet the conference requirement.
- The conference worksheet and supporting documents must remain in the student’s HES folder located in the HES office, room 216.

**A hold may be placed on the student’s PAWS account if PDE requirements are not met yearly.**
***Professional Development Experiences will be tied to grades in HES 490: Student Teaching or HES 493: HES Internship. Failure to meet ALL professional development requirements will result in a 10% decrease in the final grade of the indicated courses. No partial credit, a 10% reduction in the overall grade will occur.

G. Registering for Courses
Registration should occur during the assigned enrollment period outlined by Records & Registration. The student’s assigned enrollment time is listed on their PAWS account. Failing to register in a timely manner may cause students to be locked out of courses.

The department may be able to assist getting students into closed classes (within the major), but only if discussed in a timely manner (i.e. contacting the department a few days before classes begin is not timely). The official form of communication is email. Email your name, ID, class and section, and issue to the program assistant, Mrs. Wells at wells@tcnj.edu.

It is critical that students understand when courses are offered (some are only offered once a year or once every 2 years) or if the course has a prerequisite. This is especially true for HPET courses and required courses that are offered through other departments (BIO 171/201, ELE 201, STAT 115, etc.)

Students must arrange an advising time within the month prior to registration. Each track uses different advising protocol which must be followed. Advising sessions are posted or emailed to students to identify when sessions will occur.

Once classes are closed, the Department has limited flexibility to assist with adding students to classes, therefore it is critical to meet with an advisor and register during the scheduled period.

H. Program Planner Requirements (HES and Non-HES Required Courses)
Given the nature of the HES curriculum, course sequence is very important. Students are advised to follow the established curriculum plan in order to avoid delays in entering HES courses and delays in graduation. Sequence sheet are available on the HES website as well as in the HES office in Packer Hall 216. Students are required to work closely with faculty advisors in scheduling courses and progressing towards finalizing their degree.

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<thead>
<tr>
<th>HESA Required Courses</th>
<th>HEST Required Courses</th>
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<tr>
<td>BIO 201: Themes in Bio</td>
<td>HES 099/Emergency Care (FA/CPR/AED certification)</td>
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<tr>
<td>HES 160/Current Health and Wellness Issues</td>
<td>HES 150/Sports Concepts and Skills</td>
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<tr>
<td>HES 172/Foundations of Exercise Science</td>
<td>HES 151/Lifespan Wellness Activities</td>
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<tr>
<td>HES 103/203/Human Anatomy and Physiology</td>
<td>HES 160/Current Health and Wellness Issues</td>
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<tr>
<td>HES 105/205/Human Anat. and Physiology II</td>
<td>HES 172/Foundations of Exercise Science</td>
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<tr>
<td>HES 210/Applied Strength &amp; Cond Techniques</td>
<td>HES 203/Human Anatomy and Physiology</td>
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<td>HES 211/311/Applied Physiology</td>
<td>HES 204/Anatomy and Kinesiology</td>
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<tr>
<td>HES 250/Nutrition and Metabolism</td>
<td>HES 211/Applied Physiology</td>
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<td>HES 300/Pediatric Exercise Science</td>
<td>HES 240/Motor Dimpnt and Elem Movement</td>
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<td>HES 301/Biomechanics</td>
<td>HES 250/Nutrition and Metabolism</td>
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<td>HES 302/Assess and Eval of Human Perf</td>
<td>HES 260/Issues in School</td>
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<td>HES 320/Research Methods for HES</td>
<td>HES 270/Assessment and Evaluation in HPE</td>
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<td>HES 405/Clinical Exercise Physiology</td>
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<td>HES 410/Exercise Physi and Exercise Prescript</td>
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HPET Program- The NJ State DOE outlined program progression requirements and TCNJ education programs will align with those requirements. Teaching majors will not become “Teaching Candidates” until officially accepted into the Junior Block and HES 380. A GPA of 3.0 is required to be accepted into HES 390. As state requirements change, the HPET program will change to align itself with necessary requirements.

IV. STUDENT CONDUCT

A. Complaints/Grade Appeals
The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. If either party is not satisfied with the decision at any step, appeal may be made to the next step.

A. Discussion with the faculty member.
B. Discussion with the chairperson of the department.
C. Appeal to the departmental complaint committee, if any.
D. Appeal to the school complaint committee.
E. Appeal to the Dean of the school.
F. Appeal to the Provost or chief academic officer.
G. Appeal to the President of the College.

The complaint and the proposed solution from step B onward shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within 30 days after the request for hearing. In steps B through G, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.

*If the College accepts a new student complaint or grade appeal policy, the new policy will be followed
B. Student Conduct:/Academic Integrity Policy

The Department of Health and Exercise Science (HES) holds academic integrity has its foundation for the education of students. The HES department shares the academic integrity policy instituted by The College of New Jersey. The College’s policy may be viewed at the following website URL: http://academicaffairs.tcnj.edu/college-governance/policies/academic-integrity/. This document has been modified from the College’s document to meet the needs of the HES department.

*Academic dishonesty* is any attempt by the student to gain academic advantage through dishonest means, to submit, as his/her own, work which has not been done by him/her or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to: submitting as his/her own a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

The full HES Academic Integrity Policy can be located on the HES webpage.

C. Professionalism

All students are expected to act in a professional manner at all times and in all activities related to professional development. These areas include but are not limited to: Professional attire; interaction with faculty, staff, classmates and mentors; punctuality and attendance/participation; and work ethic.

C. Professional Attire

The HES major is one that offers a wide range of courses that may require different attire. It is the student’s responsibility to dress accordingly to the appropriate environment. Examples include: movement related attire is expected during HPET activity courses or HES measurement & evaluation courses. A change of attire may be necessary when teaching both Health Education and Physical Education in the same day. Additionally, HPET field experience students and student teachers and HES interns may have specific dress requirements imposed by the hosting site.

D. Professional Interactions

During your TCNJ experience, appropriate communication is expected with all faculty, staff, supervisors, coordinators, and mentors. Although there is a casual feel to the department, professional behavior is expected at all times. Some examples are listed below:

- Address all individuals with the appropriate titles used in the professional environment, unless otherwise indicated by that person; Dr., Professor, Mr. Mrs./Ms., etc. Be consistent regardless of if communication is oral or written.
- Knock on a door prior to entering or being invited to enter.
- Provide a civil greeting/thank people for their assistance.
- Shake hands with a supervisor or client when introducing yourself.
- State your name prior to asking for assistance.
- Thank people for their assistance.
E. Respect
Students are expected to treat all faculty, staff, classmates, facilities, equipment, classrooms, laboratories, computers, and related properties with respect at all times. Failure to adhere to these regulations may mean loss of permission to use said properties. Example: bringing food or drink into the computer lab may cause privileges to be denied.

F. Work Ethic
As stated previously, it is the student’s responsibility to attend classes regularly, attain all missing course content on their own, communicate openly with professors about areas of academic concern, and assume a leadership role in their own education. All coursework is expected to be submitted on the due date prior to the start of class to the online learning management system (i.e. CANVAS/LiveText/etc.). Student’s efforts need to reflect the appropriate work ethics as illustrated above.

V. ONLINE RESOURCES

Behavioral and Risk Treatment (BART)
Bookstore
Campus Police Services
Counseling and Psychological Services (CAPS)
Health and Exercise Science
Library
Records and Registration
PAWS