

R. D. ANDERSON APPLIED TECHNOLOGY CENTER
HEALTH SCIENCE PROGRAM EXPECTATIONS

BE PRESENT- *If you are not present you miss out on learning, class assignments, tests, and other important activities. Student Responsibilities:*

- Call or email your Instructor when you are absent
- Sign in when you arrive to class
- Be focused- Both in BODY and MIND
- Obtain make-up work from the make- up area upon return from an absence
- Complete any work missed as the result of an EXCUSED ABSENCE within one week of return- except in extenuating circumstances
- Complete any work missed as the result of an UNEXCUSED ABSENCE within 48 hours of return
- All assigned work must be completed and submitted

BE PUNCTUAL- *Be on time for/with everything. Student Responsibilities:*

- Be on time for class each day- Tardies add up!
- Be organized - submit all work, projects on or before due date- 20 point deduction for each day late
- Limit break time to allowed amount of time
- Communicate concerns to your Instructor before the concern becomes a problem

BE PREPARED- *Be ready for the day. Student Responsibilities:*

- Review notes/assignments before class each day.
- Possess all necessary materials before arriving to class
- Place homework assignments in appropriate bin **BEFORE** class begins unless instructed otherwise
- Be seated before class begins and check the board for Instructions
- Anticipate interaction with others
- Expect to experience different emotions

BE POLITE – Always remember the Golden Rule- Student Responsibilities:

- Practice effective listening skills
 - Raise your hand to be acknowledged
 - Monitor and control response to others
 - Sit erect in your chair with your head up at all times, face the speaker, make eye contact, and take notes.
 - Monitor/ control your response to others
- Practice effective team building strategies
- Maintain a positive attitude
- Avoid gossip and negativity

BE PROFESSIONAL- Student Responsibilities:

- Arrive to class in a quiet, orderly fashion and be seated before the bell rings
- Practice positive work ethics- ERS
- Conduct yourself in a mature manner
 - Report any occurrences to the Instructor immediately
 - Operate all equipment with respect and abide by safety rules for the equipment
 - Operate equipment only after receiving permission of Instructor and appropriate training with Instructor present
- Be proficient in use of supplies, time, and energy
 - Use blue, black ink for all assignments
- Dress appropriately