

## Expectations

You will be expected to adhere to the following guidelines while in class and during the internships.

- Class starts at 8. That means be present in your seat ready to listen at 8 A.M.
- No phones at any time. This means texting, games, and calls except an emergency or during break.
- No talking during lecture while an instructor is talking
- No cheating
- Good attitudes are a requirement
- Disrespect towards others will not be tolerated
- If you don't know what to do, ask. Find something to do to keep busy while in class.
- All students will be expected to stay and help clean up after class ( usually starting at 4:30)
- The office must be left clean the way it was before class started. That means floors swept, chairs upright, all equipment put back in their proper place.
- Your voice mail and email should be professional
- All homework assigned should be completed before class. Just attending the lectures and hoping to "get by" is not the attitude we are looking for in a student. The 12 week program is condensed and requires much studying. You may have to put a lot of your personal life on hold but it is only for 12 weeks.
- Scrubs should be worn to every class, ironed or at least no wrinkles, clean shoes, and an overall well-groomed appearance. This is the beginning of a new career for you. Start practicing now.
- Good personal hygiene is a must.
- Textbooks are on loan and should be taken care of so future students can also use it. If a textbook is not returned or returned in poor shape the school reserves the right to charge the student the amount of \$80 to replace the textbook.