

Professionalism at South Hills

You are professionals in training. It is our responsibility to set you up for success by getting you in the *habit* of acting professionally. Your level of professionalism at school will affect the type of recommendations you will get for jobs when you graduate.

In addition, we are all part of a community at South Hills. Remember -community rights come before individual rights. We all need to think about how our actions might affect the community.

Dress – No offensive sayings on t-shirts, no overly revealing clothing- distracting and offensive to the community

Cell phones – turned to mute or vibrate, don't leave class to answer, no texting during class –appears you're not paying attention and is rude and disruptive

Honesty – no cheating, copying HW, plagiarism – very hard to change the impression that you are dishonest! NOT WORTH IT!

Punctuality – get into the habit of coming on time, don't interrupt class. If you have to come in late, enter quietly

Respect and manners – treat others as you'd like to be treated, no gossip

Attitude – bad attitudes poison the community- no one will want to work with you

Language - don't use profanity – offensive Practice using proper grammar – important habit for the workplace

Work ethic – put full effort in what you do, meet all deadlines – people don't want to work with or recommend irresponsible, undependable people

Surfing the web, talking to another student while instructor or student is talking, sleeping in class – rude, distracting, gives impression you don't care

Good attendance – shows reliability, shows you value your education, and those who are here learn more and know more in the workplace after graduation

Be prepared –come to class with what you need, HW done, reading done

Wait for the instructor to dismiss class before you pack your bags to leave – rude, distracting

No chewing tobacco allowed in school building

Hygiene- Shower, deodorant, clean hair and nails, brush hair and teeth -Mandatory in the workplace

Get along well with others – Mandatory here and in the workplace – a fundamental for success

Use of internet and email is appropriate and adheres to school/work policy

No PDA – personal display of affection - uncomfortable for the community

Don't interrupt class by asking what you missed yesterday or knocking on teacher's door to say you'll miss next period's class. Wait to talk to teacher privately if it doesn't pertain to the class as a whole.

Reliability – make all appointments, check and answer emails promptly, communicate with instructor about absences/tardiness, participate in group work and class work