

NIACC – Information Technology (IT) Professionalism Statement and Objective

Objective: Information Technology students will develop professional skills dealing with group dynamics and professional behavior.

The following policies apply to current IT students and any other student using the IT resources. Violation of policy may result in lowering of a student's grade at the end of the term, automatic point deductions from the area of "Participation Points" listed in the course syllabus based on the severity of the offense (determined solely at the discretion of the instructor), removal from the class or lab, and/or an extended probation period where he/she will not be allowed to use any of the IT resources.

RESPECT FOR OTHER STUDENTS

Each student has the right to his or her opinion. Each student should have an opportunity to learn and participate. Pagers, cell phones, chat programs, and any other electronic devices are not to be used in class unless required or approved by the instructor.

COOPERATION

Students are expected to cooperate with the instructor, work-study students, and other students in class. Group participation is important in today's fast paced world. We expect each member of a group to contribute in a positive manner.

USE OF COLLEGE RESOURCES

The college hardware and software use must directly relate to a course one is currently taking. The following rules apply along with the college's general rules.

- Desktops are not to be changed.
- No game playing, no web or machine based IM.
- No downloading except for class use.
- Materials displayed on the machines must be related to current IT courses and should not be offensive. This includes applications, screen savers, background, web sites, etc.
- No unauthorized access or hacking of any organizational resources or remote access to other systems.
- Burning CDs/DVDs for coursework only.
- No use of bandwidth intensive applications unless approved by an instructor.

CLASS PARTICIPATION, TIMELINESS AND ATTENDANCE

Students should be in class and on time. Projects, assignments, tests, quizzes, and any other work need to be completed on time. Students also need to come to class prepared. When a concern arises, contact your instructor with a call or e-mail. Contacting the instructor does not necessarily constitute an excused absence or tardy.

GRADING ADJUSTMENTS BASED ON CLASS ATTENDANCE AND DUE DATES

- Absent 3-4 hours, grade deduction of 2%
- Absent 5-8 hours, grade deduction of 5%
- Absent 9-12 hours, grade deduction of 10% (retake course before moving on)
- Absent 12+ hours, grade deduction of 20% (retake course before moving on)

- Late 3-4 times, grade deduction of 1%
- Late 5-8 times, grade deduction of 3%
- Late 9-12 times, grade deduction of 5%
- Late 12+ times, grade deduction of 10% (retake course before moving on)

Being late for more than half of a class session is considered an absence.

NIACC IT PLAGIARISM POLICY

Students who plagiarize work of any type will receive a zero (0) for that work. Additionally, your name will be reported to Student Services for appropriate disciplinary action. Multiple violations will result in more severe consequences. The NIACC policy on cheating/plagiarism is found in the Student Handbook. The policy will be enforced in accordance with the stated parameters.

SPECIAL NEEDS:

Students requiring any classroom adjustments are to make the instructor aware of their needs the first day of class.

NOTE: These policies apply to all students; exceptions will be at the instructor's discretion.

Student Signature: _____

Date: _____