

School of Health Sciences
Professionalism Zone –Code of Conduct

The primary objective of the ***Professionalism Zone*** is to maximize my academic experience at Hawkeye Community College. The campus learning environment is designed to provide an opportunity for me to obtain the highest degree of knowledge, skills, behaviors, and attitude that will make me marketable in my chosen career field, both locally and globally. Taking full advantage of that opportunity identifies me, not simply as a student, but as a professional-in-training. As a student at Hawkeye Community College, I agree to adhere to the follow ***Professional Code of Conduct*** as befits a professional-in-training:

- Attend class regularly; arrive on time; participate fully for the entire class session; notify my instructor of any absences; commit myself to completing missed work
- Take tests/quizzes and submit assignments on time
- Dedicate time outside of class to study and learn the material
- Dress in appropriate attire, maintaining a neat and clean appearance
- Present honorable, respectful, and courteous behavior toward others and self, e.g., good manners, one person speaking at a time, no bullying or intimidating behavior, turning off cell phone when in class, not speaking on the phone in a learning area, refrain from texting or using the computer for anything other than instructor-directed activities
- Maintain confidentiality
- Exhibit appropriate body language and verbal language, i.e., grammatically correct and profanity-free, using a professional verbal tone, volume, inflection
- Display leadership qualities, including a positive “can-do” attitude, high motivation, and commitment to top-quality work and a job well done, e.g., focusing on details and accuracy.
- Assume the role of a problem-solver, e.g., identifying solutions, not just problems and resolving conflicts professionally
- Volunteer without being asked or asking, “What’s in it for me?”
- Refrain from questionable, illegal, or unprofessional behaviors, including gossip
- Remain tobacco, alcohol and substance free
- Demonstrate personal responsibility and reliability, e.g., not making excuses, placing blame, or making inappropriate disclosures; seeking academic assistance, as necessary
- Pursue lifelong learning and graciously accept constructive criticism and feedback
- Project positive College and self image, e.g., honesty, integrity

I believe in me and am committed to my professional success. Therefore, I promise to adhere to the above ***Professionalism Zone Code of Conduct*** when on campus and any setting where I am representing Hawkeye Community College.

Signed: _____ Date: _____

Printed name: _____