

MCHENRY COUNTY COLLEGE BUSINESS DEPARTMENT

AOT/BUS/MKT STUDENTS OF EXCELLENCE

Students in Administrative Office Technologies, Business Management, and Marketing programs and courses are often viewed as future leaders. As a result, high expectations are in place. The following details how a Student of Excellence conducts themselves.

CLASSROOM

- Attend class regularly and be on time. It is important to review the attendance policy of all classes.
- Professors expect class participation, and some even grade it. Study and prepare to be an active learner.
- For every hour spent in the classroom, plan on spending at least 3 hours outside of the classroom studying the subject matter.
- Contribute ideas during discussions, listen to others' comments, and build community through interactions demonstrating passion for learning and respect for diversity.
- Cite sources appropriately. Help with APA and MLA can be found at <http://owl.english.purdue.edu>.
- Writing assignments should be original works. Plagiarism is using someone else's answers, words, or ideas without proper citing. Plagiarism violates the Student Code of Conduct.
- Review the syllabus, reading/assignment and teamwork policy schedule. The syllabus is a contract between student and professor, understand what is expected.
- Take advantage of professors' student conference hours as they are an opportunity for one-on-one time.
- Avoid classroom disruptions:
 - Side conversations; using a cell phone in class.
 - Monopolizing class discussion and not deferring to the professor or classmates.
 - Entering late/leaving early; moving about the classroom.
 - Yelling, arguing, swearing, bullying, or other intimidating behavior.
 - Shuffling through papers; cleaning out a backpack or purse during lecture.
- In respect to virtual or online learning:
 - See the syllabus for professor's expectations.

COMMUNICATION

- Ask questions and communicate with professors. Let them know if something is confusing and needs clarification.
- Listening to classmates is just as important as listening to professors.
- Email communication to professors should have a specific reference line, professional greeting, list the course and subject/assignment it is in reference to, students full name and a closing.
- Reach out and communicate early with professors for coursework assistance.

PROFESSIONALISM

- There is zero tolerance for a lack of respect for any person, no matter their economic or social standing, race, ethnicity, religious beliefs, or sexual orientation.
- Show professionalism by arriving on time and engaging maturely in classroom discussions and activities.
- Dress appropriately to represent McHenry County College both in class and when attending events.
- Start early on everything. Take assignment deadlines seriously.
- Know each professor's policy on late work as stated in the syllabus.
- Learn both time management and project management skills as both will assist you in your education and in your careers.

www.mchenry.edu/businessmanagement

www.mchenry.edu/aot

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