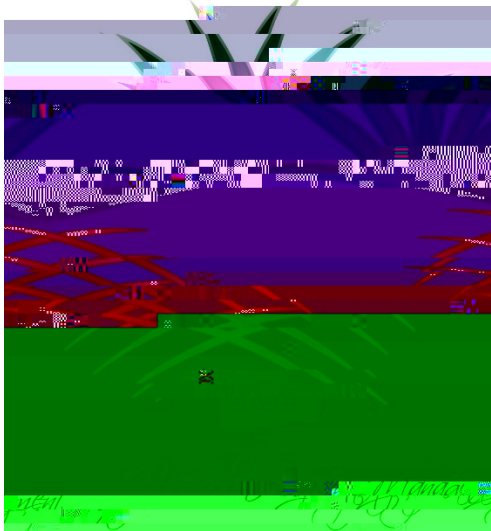


Department of Hospitality Management Professional Code of Conduct



8. If the instructor records a pattern of unacceptable behavior, faculty will discuss this concern with the student.
9. Attendance will be taken at the conclusion of each class session.

CLASS TIME

All hospitality management classes start PROMPTLY BEGIN and END AT SET TIMES.

1. Students taking hospitality management classes are expected to:
 - x Be in their seat and ready to begin class at the scheduled time. Arriving late is disruptive and disrespectful.
 - x If commuting or parking are concerns, leave for class to anticipate logistical delays.
 - x When unavoidable circumstances (parking issues, late departure from the previous class, advisor meetings, etc.) prevent this, the department policy permits a grace period of unscheduled tardy occurrences of 5 minutes in duration. After the 5 minute grace period, the instructor has the right to close the room door.
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3. The faculty member reserves the right to offer 'make' time to a student for late arrivals and early departures, so long as such practice is applied in a consistent manner across the class, and complies with IUP academic policies.
4. Each tardy o

- x Everyone is entitled to their opinion.
- x Classroom discussion is meant to allow ~~one~~ to hear a variety of viewpoints and this can only happen if respect is shown to all students.
- x Any discussion from class that continues on any listserv or class discussion list, should adhere to these same rules and expectations.

5. Electronic devices must be used appropriately.

- x These devices include ~~cell phones~~ and all ~~personal~~ communication devices
- x Students are required to ~~show~~ respect via ~~all~~ oral, written, and electronic communications, including presentations, written documents, course ~~evaluations~~ and social media.
- x In the business world, it is considered poor etiquette if one texts, receives phone calls, or uses any electronic device during a public performance (movies, plays, concerts, lectures, meetings, and classrooms).
- x Cell phones must be TURNED OFF

- Full-time or parttime employment does not grant students in hospitality management classes an exception to the time they are expected to dedicate to their education.
 - Students choosing to work full or parttime must manage their time carefully so that assignments and projects are not neglected until the minute.
 - Students participating in organized campus activities are not exempt from meeting educational expectations in the hospitality management program.
- x Course schedules should be planned in advance to avoid any conflict between scheduled activities (e.g., athletic games, performances) and classes.
 - x Work cooperatively with other students on group assignments.
 - x Respect the need to plan ahead and schedule tasks such that every group member has ample opportunity to meet all of his or her other academic and outside obligations.
9. Students must demonstrate a professional attitude all times. Proper conduct within all settings allows us to practice hospitality and etiquette.
- x When dealing with industry professionals and/or alumni, we are conscious of the need for proper greetings and introductions.
 - x Being polite means being aware of and respecting the feelings of other
 - x We recognize the importance of follow up and response in our industry, and seek to demonstrate these objectives in our interactions with professionals and alumni.
 - x Most follow-ups require a rem.tsssssTf -30/LBody </MCID 50 thMmBody nsTf -30/L0 (gr)3

- x Neither male nor female students should wear hats in the hospitality management class or during extracurricular hospitality management activities (tours, trips, club events etc) unless the wearing of the hat is a religious/cultural requirement.
- x Specific dress code requirements for course events will be explained in class by the instructor.

11. Your personal business is your business, not the students enrolled in the class.

- x Please transact personal business with the instructor, asking him or her to sign forms, etc. before instruction begins or after the class has ended, ~~make~~ make an appointment with the instructor to meet during office hours.

12. Off-campus activities are a valuable component of the hospitality management department curriculum which involves experiential learning and networking with industry professionals.

- x There are opportunities for students to take field trips to local businesses, attend professional meetings and participate in extended travel.
- x Students are expected to represent the Department and University by professional conduct and their professional dress
 - When meeting with industry professionals, attending, or participating in professional events students are expected to dress in business professional attire at all times.
 - Depending upon the trip, each instructor will have a set of rules to which students are required to comply.
- x Safety is also a major concern when traveling off campus. The Department has established expectations for all students during off campus activities
 - These rules are intended to keep all participants safe and maximize the educational experience.

x

- x Nothing but the highest level of respect will be tolerated when interacting with secretarial staff and student workers.

14. All students must practice good email etiquette

- x Do not begin your emails with "Hey"
- x Spell your Instructor's name correctly.
- x Use detailed subject lines.
- x Use spell check for spelling and grammatical errors.
- x Try to keep your emails short. You see yourself as one person with one question, but remember that your instructor