

PROFESSIONALISM AND CONDUCT

Faculty members are expected to represent themselves and their curriculum in a professional, collegiate and respectful manner. At all times they are to set an example of mutual respect by establishing a learning atmosphere where all feel respected and free to express ideas.

UNLAWFUL HARASSMENT AND SEXUAL CONDUCT POLICY

The College is committed to maintaining a learning and working environment free from discrimination and intimidation, including harassment and sexual misconduct. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust. Dunwoody expects all students and employees and others doing business with Dunwoody to work toward this goal.

Harassment or violence based on a person's race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local commission, genetic information, or any other protected class status is unlawful and is strictly prohibited. The College prohibits sexual misconduct of any kind.

This policy applies to all Dunwoody students, employees, volunteers, and all individuals and entities that do business with Dunwoody. Violation of this policy will lead to discipline, up to and including termination of employment for employees, expulsion or suspension from Dunwoody for students, or prohibition from doing business with Dunwoody and exclusion from Dunwoody's campus for volunteers and third parties.

Recent changes to the Title IX laws require that all employees, at any institution receiving Title IV funding, receive Title IX training on an annual basis. While adherence to this requirement is critical to Dunwoody, it is as important that the College enhances its culture of treating all individuals fairly and equitably. The College sees Title IX adherence not only a legal requirement, but also as the right thing to do.

The complete policy can be found in the student handbook (<https://catalog.dunwoody.edu/catalog-student-handbook/student-rights-responsibilities/unlawful-harassment-sexual-conduct-policy/>) and employee handbook.

CLASSROOM/LAB ETIQUETTE

The classroom or lab is intended as the place where students are prepared for the professional workplace that they will encounter upon graduation. Most classrooms and labs on campus are shared between multiple instructors, so each instructor is expected to leave classrooms and labs in good order by:

- Erasing all writing spaces
- Clearing desks and tables
- Removing any items that do not belong in the classroom or lab

CLASSROOM/LAB MAINTENANCE

Faculty are at the front line in regards to seeing that the best learning environment possible is provided for students. We ask that any

maintenance issues noticed be reported by completing a Maintenance Request form (<https://staff.dunwoody.edu/Departments/Maintenance/Lists/Maintenance%20Request/AllItems.aspx>). (i.e.: repair of clocks, pencil sharpeners, broken furniture, damaged ceiling tiles, etc.). If immediate clean-up is required the security desk should be contacted at ext. 3328. Fluids that expose one to bloodborne pathogens require special clean-up processes.

PROFESSIONAL DRESS

Faculty members should dress so that they are easily recognized as an instructor. A neat, collegiate, professional dress appropriate for the classroom or lab is expected. Shorts, flip flops, inappropriate T-shirts are not acceptable. More casual attire may be appropriate on certain occasions as approved by a supervisor. Jeans of good quality and condition are approved to be worn on Fridays for all employees. Use good judgement. Dress for your day; if your day demands a nicer level of dress, please do so.

Netiquette

Communication with Students

In a virtual environment, communication with students is vital. It is easy for a student to develop feelings of isolation. People who they have seen every day and have developed a bond with during their learning are no longer physically there. This makes communication with students even more important.

Communication Standards

Communication standards have been established to provide students with consistency during their online learning experience. They include:

- Faculty will try to respond to student e-mails within 24 hours.
- Attempts will be made to provide assignment/quiz/test feedback within 48 to 72 hours of submission.

When communicating to the class as a whole, the use of multiple forms of communication is recommended. One method of communication, such as a class announcement in Canvas may not be sufficient and accessed by all students. Sending out a corresponding email to all class members may be necessary.

In your communications with students be sure to choose your words carefully to get your meaning across. Communication is multi-faceted and you may be losing one or more forms of communication (nonverbal, tone, etc.) as you rely on words solely to communicate. It goes without saying that there should be no inappropriate communication with students such as pornography or profanity – this will lead to disciplinary action.

Think before you hit send. Check spelling and grammar in your e-mail or announcement. Make sure you are saying what you want to convey and that the e-mail reflects the professionalism that you want to project.

Be forgiving – with your students, yourself, and technology

This is new to everyone so be forgiving and allow your students some flexibility. Also be forgiving of yourself – this is new for you too. We do not expect perfection and we appreciate all that you have done under such challenging circumstances.

Be patient with technical issues that arise – and they will. The systems are being overwhelmed right now – so at times technology may present

challenges. Be patient and understand that this is a reality of the times that we are in and that someone is available to provide support. Also recognize that challenges may be with the student's internet or systems that they are using. So be sure to provide backup in case a student experiences challenges and cannot participate in the synchronous delivery.

Professionalism – the Dunwoody Way

Being a professional at Dunwoody means being punctual, energized, and focused on the topic with an organized presentation and the appropriate professional presentation of you and your environment. This includes the following recommendations:

- If you are having synchronous lectures, we all know that at Dunwoody being "on time" means being early. Make sure that you are punctual and demonstrate to your students the importance of being on time.
- As a faculty member you know how important it is to keep the students engaged in the topic area by being organized in what you present. This is even more important in a distant learning environment.
- With synchronous and asynchronous presentations, including meetings, make sure that you provide a presentable appearance and environment. This means ensuring you are well groomed and dressed in business casual attire. Also be sure that the lighting is appropriate so that the students can see as well as hear your presentation, which means that the strongest lighting should be in front of you. Be sure that your environment does not have inappropriate items, clutter, pictures around that might distract the students while viewing your presentation.
- Be careful of your social media, as students and their families will be spending more time online. Make sure that your personal social media accounts are private so that students cannot access what you are posting. If have not set up privacy protections, be sure that what you post to social media is professional and projects what you would want to be projected to your students and their families.