

# Expectations of Professional Behavior

(Turn in on the first day of Academy)

While attending Academy, I understand I am considered on duty and will be expected to meet standards of appropriate dress and conduct myself in a professional manner. This includes, but is not limited to the following standards:

- **We are on time** (be present when classes start, complete learning opportunities, quizzes, return from breaks/lunch timely)
- **We respect our role** (dress professionally, gracefully accept feedback, share thoughts and asks questions such that we may learn)
- **We respect our peers** (cell phones are avoided during class, speak in the manner in which we want to be spoken, we tell the truth, we listen to others when he/she are speaking, we look at each other when we speak).
- **We respect our environment** (food/drinks in the back, avoid smoking on premises, clean up our messes)
- **We continue to critically evaluate ours and others performance** (collective responsibility) such that we continue professional growth

I understand training staff will contact my District Director/Field Manager regarding any problems with participants. I further understand misconduct or unprofessional behavior may result in corrective action or discharge from employment.

Supervisor Printed Name

Supervisor Signature

Date

District Director/Field Manager Signature

Date