



OUTREACH TRAINING INSTITUTE STUDENT CONDUCT CODE & ENROLLMENT AGREEMENT

We ask that you observe this conduct code and agreement regarding classroom behavior, exams, assignments and financial obligations, in accordance with the Student Manual, as if you were attending in person, to maintain the highest standards of academic integrity.

Teaching is conducted online using tools such as Webex and Socrative. You must have either a computer, lap top or tablet with a functioning camera, microphone and speakers to take this course. A phone is not sufficient for participating in this online training program. In addition, you must have reliable internet access. You must use these tools and devices as though you were sitting in class in front of your instructor. Follow directions from your instructors on how the online classroom is to function. If you are unsure of something, ask them for clarification. It is your responsibility to find out more about something you do not understand.

Some things to be aware of:

- Treat your participation as if it were in person.
- You must sign into the virtual classroom using your first and last name.
- You can sign into the virtual classroom via the OTI Calendar; which is located in the Webex app.
- Only enter classes you are enrolled in, and please enter prior to the start of class.
- Please keep your microphones on mute when you are not speaking.
- Do not use a virtual background. It may distort the person, can also be a distraction, and may make it difficult to verify actual attendance.
- Please situate yourself in a quiet environment that is conducive to learning and behave as if you were in class (at desk or table).
- Please dress appropriately (See page 8)
- Minimize any distractions to your full attention to the class. This includes no other computer use (texting, working, web surfing, answering emails, etc.)
- Minimizing access to others in your physical environment (family members, children, colleagues if at work, pets, etc.) who may take your attention away from being "present" in class.

CHILDREN ARE NOT PERMITTED TO BE IN CLASS. THIS INCLUDES BEING VISIBLE ON CAMERA &/OR BEING HEARD ON SPEAKER.

Please make appropriate childcare arrangements. In the event of a childcare emergency, please do not sign into class.

DO NOT ATTEND CLASS IN A CAR, LYING IN BED, WHILE YOU ARE MOBILE (WALKING AROUND), OUTDOORS (PARKS, RESTAURANTS, CAFES) OR TRAVELING (BUS, TRAIN AIRPORT, ETC.)

Individuals who are not in compliance with this policy will be removed from the classroom immediately.

Attendance, Punctuality, Visibility & Technical Issues:

- a. Your camera must be turned on and you must be stationed in front of the camera; visible for the duration of each class.
- b. We understand that technical issues may arise that may prohibit you from being visible at times. Typically, these issues are related to internet connectivity and they only last for a few minutes. Therefore, we will provide allowance for a few minutes of connectivity issues. However, if you are not visible for an extended period of time, then you not be credited as being present during the time that you not visible and you may be required to make up that time.
- c. It is the student's responsibility to ensure their technical devices are functioning properly.
- d. It is the student's responsibility to troubleshoot issues with their own device, and to ensure sufficient internet bandwidth to participate in an online training program.
- e. Enter the virtual classroom at least 10 minutes early to ensure that you will not be late for class. (Your time of attendance will be deducted accordingly for lateness and early dismissal as indicated on page 7 of this student manual.)
- f. Not being present in the virtual classroom while you are signed in is a violation of this student conduct coded
- g. Attend all classes on time, signing in and out, and signing only for yourself. Failure to sign in or out with appropriate times will result in not rec
- h. Stay for the entire session until dismissal by the instructor. If for any reason you need to leave earlier, this must be communicated immediately to the coordinator and your instructor.

- i. Make up missed hours/classes in a timely fashion (See Make-up Policy & Instructions on page 7).
- j. If you are going to be absent, you MUST contact your administrator.

Confidentiality, Communication and Ethical Behavior:

- a. Maintain confidentiality and ethical behavior at all times during class, internships, and internship supervision.
- b. Listen respectfully when the lecturer and fellow classmates speak. Speak from your own experiences.
- c. Treat fellow classmates and Outreach staff members with respect and professionalism.
- d. Submit original assignments and do not plagiarize any materials.
- e. Assume all work is to be done individually unless otherwise stated.
- f. When taking exams, you must be visible on camera throughout the duration of your exam.
- g. You should not be texting, talking or using your phone while taking the exam.
- h. No solicitation of any kind in the classroom: monetary, political, religious, etc.
- i. No sleeping or any other disruptive behaviors during instructional training.
- l. No cross-talking in the classroom. This includes chat box, emails & public message board. Use judgment before speaking. Improper use of these features can be the equivalent to “cross-talking” – disrupting class by talking to another student or the whole class.

**The Webex app, message boards, group chats, materials, etc. can be helpful studying resources, but it is easy to cross the line into academic dishonesty. It is your responsibility to monitor what is going on in any group chats you are part of. If you are concerned prohibited material is being shared (exam answers), remove yourself from the group/chat and let your instructor know of your concerns. If you are unsure of what is prohibited, ask your instructor or administrator.*

*****Using the Outreach logo or materials provided to you without consent can be deemed as copyright infringement, fraudulent behavior and illegal misrepresentation. In addition, students are not permitted to copy, re-use, or distribute any course materials without explicit written consent from OTI.***

Financial:

- a. Submit all tuition payments on time in accordance with the student payment contract you received.
- b. Students who are two or more payments behind, are subject to dismissal from the program.
- c. Under no circumstances will I receive my certificate until my tuition is paid in full & ALL academic requirements are fulfilled.
- d. Students who are under scholarship must abide by this Code of Conduct and Student Agreement. Failure to comply can place your scholarship at risk.
- e. Refunds will be provided in accordance with the policy as indicated on page 9 & 10.

Grounds for Immediate Dismissal

Outreach Training Institute reserves the right to dismiss any student that it deems inappropriate to the instructional setting for reasons including, but not limited to the following reasons:

1. Possession, use, or being under the influence of alcohol or illicit drugs, or any excessive use of alcohol or non-medical use of other drugs, thereby impairing the student’s fitness to be a CASAC.
2. Possession of weapons & other objects such as stolen materials, substances, etc. on/near the premises or visible on camera.
3. Solicitation of any kind on Outreach premises, in the virtual classroom or within Webex app (including sales, religious, political)
4. Verbal abuse, sexual harassment, intimidation, physical violence, or threats of violence to classmates and/or Outreach staff
5. Destruction of Outreach property (e.g., desks, chairs, walls, etc.)
6. Plagiarism of any materials from outside sources, or other students or alumni
7. Dishonesty or misrepresentation on program application and in interview.
8. Signing in or signing out for anyone other than yourself.
9. Failure to submit established program tuition payments.
10. Failure to comply with the rules and regulations established in this Code of Conduct
11. Any other unethical or unprofessional behaviors that Outreach Training Institute deems inappropriate

I, _____ agree to abide by the above guidelines set forth by OTI Standards and Rules as well as the Student Code of Conduct in the Student Manual. I understand that failure to comply with these guidelines may result in being placed on Academic Probation or dismissal from the program.

Student Signature & Date

OTI Administrative Staff Signature & Date