

Business Education Division Professionalism and Business Etiquette for the Classroom and Worksite

Kaua‘i Community College’s Mission Statement

Kaua‘i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Ke kū nei ke Kulanui Kaiāulu ma Kaua‘i ma ke ‘ano he kahua e
ho‘oulu, ho‘ā, a ho‘oikaika ‘ia ai ka ‘ike a me ka na‘auao o nā
kānaka a‘o aku a a‘o mai no ka ho‘owaiwai ‘ana i ke kaiāulu a
me ka honua.

‘O ke kahua ma mua, ma hope ke kūkulu.

First comes the foundation, then comes the building.

(‘Ōlelo No‘eau, number 2459)

Kaua‘i Community College fulfills its mission by incorporating the following practices. The College:

- 1) Provides open access, affordable education;
- 2) Offers Certificates of Competence, Achievement, and Academic Subjects; Associate in Applied Science, Science, and Arts Degrees;
- 3) Welcomes and values diversity;
- 4) Delivers educational opportunities on campus in small classes, in the community, internationally, and through distance learning;
- 5) Provides programs that address workforce and community needs;
- 6) Prepares and supports students individually and collectively to succeed in academic endeavors and engage in life-long learning;
- 7) Encourages innovation and promotes sustainability while perpetuating the unique history and culture of Kaua‘i.

The Business Education Division’s Focus

To provide rich opportunities for you, the student, to practice using appropriate behaviors that will help you succeed in the workplace. You will develop and refine interpersonal skills, demonstrate professionalism, build good work ethics, and apply appropriate business etiquette and attitudes through the expectations and practices that follow.

Performance Expectations

- 1) Demonstrate dependability, reliability, productivity, and ability to work with others.
- 2) Focus on maintaining good health, nutrition, and physical fitness habits to minimize sick leave time.
- 3) Understand the high correlation between attendance and course success.
- 4) Attend class daily, arrive on time, and stay for the entire class period as expected.
- 5) Prepare to study outside of class hours (approximately two hours per credit) to complete assignments.

- 6) Inform the instructor of anticipated or unavoidable absences.
 - a) Contact the instructor by phone (leave a voicemail message if no answer), by email, or in person.
 - b) Include a description of the cause of the absence and a plan for completing assignments on time.
(In extenuating circumstances only, a student may petition to have an absence excused.)
- 7) Understand that the final course grade may be lowered one letter grade once a student has exceeded the following (see individual instructor's syllabus for attendance policy):
 - a) Two absences in a semester-length course that meets one or two times per week.
 - b) Three absences in a semester-length course that meets three times per week.
 - c) Four absences in a semester-length course that meets four times per week.
 - d) One absence in modular-scheduled courses meeting for five weeks.
 - e) Two absences in block-scheduled courses meeting for eight weeks.
 - f) Two tardies equal one absence.
- 8) A student who fails to withdraw formally by the published deadline will receive an "F" grade for the course.

Professional Attitude and Behavior

- 1) Apply courtesy and tact when dealing with internal customers (instructors, classmates, or coworkers) and external customers (patrons, clients, and customers).
- 2) Convey a friendly, courteous, and cooperative attitude.
- 3) Practice saying "please" and "thank you" on a consistent basis.
- 4) Refrain from using profanity or other inappropriate language.
- 5) Refrain from public displays of affection (PDAs) or having "hickeys."

Appearance and Attire

- 1) Ensure good personal hygiene and grooming. This means cleanliness from head to toe—clean hair, hands, nails, body, feet, shoes, and clothes.
- 2) Avoid excessive cologne or perfume, jewelry, and makeup.
- 3) Avoid excessive body piercing and tattoos. They may be concealed in a tasteful manner as appropriate in a professional business environment. (The Business Education Division reserves the right to determine if a visible tattoo is appropriate or should be covered up.)
- 4) Wear conservative attire that is appropriate for the classroom and worksite. Good taste and sensible attire should serve as guiding factors.
- 5) Avoid extremes and revealing clothes such as bare midriffs, low necklines, super short skirts or shorts, tightly fitted clothing, and tank tops.
- 6) Wear appropriate footwear such as dress shoes, sandals, or safety shoes if required.

Ethical Practices

- 1) Demonstrate honesty, integrity, patience, and cooperation.
- 2) Prepare your own work; copying another person's work as your own is plagiarism and may result in expulsion from the University.
- 3) Identify and document both print and digital sources to avoid plagiarism.
- 4) Respect business and friendship confidentiality; private, confidential discussions of friendship and work should be kept to yourself.

Courtesy

- 1) Demonstrate respect for authority by addressing your instructors by their personal or professional titles (Ms. Kennedy, Chef Oyama, Mr. Soma, Professor Tabuchi, etc.).
- 2) Turn off cell phones and pagers or put them on vibrate mode before entering the classroom.
- 3) Ensure that backup systems are in place for childcare before you take on the commitment of school or work.
- 4) Understand that it is inappropriate to bring children, spouses, significant others to the classroom or worksite.
- 5) Respect the rights, perspectives, and feelings of others by being aware of diversity.

Time Management

- 1) Demonstrate responsible behavior by adhering to deadlines as stated in the course syllabus.
 - a) In some instances, no assignment or test makeups are allowed.
 - b) In some instances, assignments or tests can be submitted before the due date without penalty.
 - c) In extenuating circumstances only, assignment or test makeups are allowed after the deadline, but the grade will be lowered one letter grade.

Emergencies

- 1) Inform your family members to contact Academic Advising (245-8212) in the event of an emergency. They will be able to find you by looking up your class schedule.

Substance Abuse

- 1) A substance-free classroom and worksite (no drugs, alcohol, and smoking) is mandatory.

Computer Use Policy

- 1) Computer Services provides students, faculty, and staff at Kaua'i Community College with a centralized point of contact for computer help. Computers and your computer network account are privileges available to KCC students to support learning and enhance instruction.
- 2) A responsible student uses:
 - a) The computer to complete assignments.
 - b) The internet to research only assigned classroom projects and send electronic mail related to school activities.
 - c) The printer for school-related work only.
- 3) A responsible user does NOT:
 - a) Send or receive copyrighted material without permission.
 - b) Violate the rules of common sense or etiquette.
 - c) Use the internet for any illegal purpose.
 - d) Change or copy computer files that do not belong to him or her.
 - e) Use profanity, obscenities, or other language that may be offensive to others.
 - f) Re-post (forward) personal communication without the author's permission.
 - g) Print documents that are not related to classroom assignments.