The behavior expected in class is that exhibited by professionals in a business meeting. This is the official policy for classes in the UAB Collat School of Business

You are a student in a business class at the University of Alabama at Birmingham. The mission of the Collat School of Business is to prepare graduates to be successfully employed as business professionals. To accomplish that mission, the faculty is committed to teaching you:

1. core knowledge of business functions and processes used by business professionals and
2. knowledge of behavioral expectations that the business world will have for you.

To be successful in your career, whatever your chosen path, you should learn how to plan, organize and control some business or business-like operations. Additionally, you will have to know how to conduct yourself in professional settings. What you say, how you say it, how you dress, and how you present yourself will all significantly affect your ability to secure employment as a professional and to succeed in your career. It is the faculty’s goal and responsibility to help you understand both the concepts of business and the behavior that will help you to excel in your career. With these goals in mind, a Code of Professional Classroom Conduct that is consistent with workplace expectations has been adopted for Collat School of Business classes.

1. ATTENDANCE & CONTRIBUTION
   a. Attend all class meetings.
      i. Class meetings are considered normal work assignments. Failure to attend class is equivalent to missing a day’s work.
      ii. If you must miss class, inform your instructor in advance (or as soon as is practical) of the reason for your failure to meet your obligation. If you are ill, do not attend class, but inform your instructor.
   b. Be on time and don’t expect to leave early. Showing up late to work and “slipping away early” are unacceptable workplace and business classroom behaviors. If you become ill or have a legitimate reason to leave class early, inform your instructor of the circumstances at an appropriate time.
   c. Be prepared and participate meaningfully in all class meetings.
   d. Be interested and be interesting to others in your class. Engage your instructor and peers in meaningful discussion of the class topics. In business meetings, participants must be engaged and make contributions. Placing your head on your desk and/or sleeping is not allowed.
   e. Come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments. Failing to do assigned work is not acceptable.
   f. Ask questions to seek understanding and answer questions to the best of your ability.

2. DRESS CODE
   a. Neat and clean casual attire is expected. Dress for the occasion – a business class.
   b. Casual caps or hats (such as baseball caps) are not to be worn inside of buildings or in business meetings.
   c. Shirts with vulgar or unprofessional language or visual images are inappropriate. Clothing that is suited for parties, sporting events and other social occasions may not be suited for business meetings.

3. CLASSROOM PARTICULARS
   a. Academic dishonesty will not be tolerated. University policy is clear. Undergraduate students see: [http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#conductcomplainttext](http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#conductcomplainttext). Graduate students see: [http://www.uab.edu/graduate/UAB_Grad_Handbook](http://www.uab.edu/graduate/UAB_Grad_Handbook) (pp. 15-17). Students found guilty of academic misconduct will be subject to these prescribed policies, which can entail serious penalties, including dismissal from the University.
   b. Gum or tobacco use is not allowed in the classroom.
   c. Activities not related to the present class are not allowed (e.g., sleeping, reading, etc.).
   d. Turn all cell phones off. If you anticipate an emergency call, set the phone to vibrate.
   e. The use of cell phones for talking and/or text messaging in class is not allowed.
   f. Laptop computers and other electronic devices may be used but only to take notes or actively participate in the classroom activities. Surfing the Internet, playing games and reviewing materials unrelated to your class are unprofessional and not allowed.
   g. Passing notes and whispering in class are inappropriate behaviors for a professional setting.
   h. Do not walk around during class. Avoid leaving the class for any reason. If you must depart, do so quietly and respectfully.

If you believe that you will have difficulty fulfilling any of these expectations, please discuss your concerns with your instructor at the beginning of the semester. Special accommodations will be made if justified.

Some instructors have more restrictive policies than those included in this Code.