TRINITY VALLEY COMMUNITY COLLEGE

**HEALTH OCCUPATIONS DIVISION**

# CIVILITY POLICY

Civility is behavior that shows respect towards another, causes another to feel valued and contributes to mutual respect, effective communication and team collaboration.

All health occupations have a code of ethics which address professional behavior. Provision 1 of the American Nurses Association Code of Ethics for Nurses with Interpretive Statements, notes: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems. Similar provisions are included in the National Association of Emergency Medical Technicians Code of Ethics, the Code of Ethics for Licensed/Practical Vocational Nurses from the National Association for Practical Nurse Education and Service, Inc., the Association of Surgical Technologists Standards of Practice and Code of Ethics and the Certified Nursing Assistant Code of Ethics.

TVCC Health Occupations students are expected to:

1. Follow student responsibilities and code of conduct as outlined in the current college catalog.
2. Ask permission to record class and respect the instructor’s decision to allow or disallow.
3. Listen and respond respectfully to each other, faculty and staff.
4. Recognize and tolerate different levels of understanding of complex social and cultural issues among classmates and professors.
5. Issue “gentle reminders” when guidelines are breached.
6. Be prepared for, and participate in, class.
7. Turn cell phones off or to silent before the start of class.
8. Pick up trash when leaving the room.
9. Be courteous to others.
10. Not interrupt or walk into another class or skills lab in progress.
11. Not expect the rules to be bypassed or ignored to meet individual needs.
12. Respect the rules of the syllabus and handbook. (Content of exams and calculation of grades earned are not starting points for negotiation. Health occupations faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students).

Examples of uncivil behavior are (but not limited to):

1. Demeaning, belittling or harassing others.
2. Using electronic media for confrontation or criticism.
3. Rumoring, gossiping about or damaging a classmate/professor’s reputation.
4. Habitually interrupting as others speak.
5. Not responding to letters, voice-mail, e-mail and/or blackboard messages in a timely manner.
6. Texting during class or skills unless directed to by the instructor.
7. Raising voice at instructor, peer or staff.
8. Not completing an equitable share of assigned collaborative work.
9. Carrying on side conversations during class.
10. Sleeping in class.
11. Displays of emotional outbursts, inappropriate language, profanity, or insults.

By signing the signature form each semester, the student acknowledges receipt and understanding of these civility guidelines. The student must understand that any behavior or action determined to be incivility may result in disciplinary action up to immediate dismissal from the TVCC Health Occupations program. Students who are disturbing a class may be asked to leave.

Adapted from Collin College School of Nursing

J:Policies/Health Occupations Policies/Civility Guidelines Reviewed 03/17