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## ACE TRAITS OF SUCCESSFUL STUDENTS

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### **Class Rules and Regulations**

- Develop and follow the Traits for Successful Students (see below).
- Show respect for yourself and others.
- Hang in there! Developing yourself as a professional can sometimes be challenging inner work.

### **Academy for College Excellence - Traits of Successful Students**

One of the major goals of the Academy is to help you become a successful student. We've found that if students develop the traits listed below, they will achieve success in school. Not only that, but these traits will also bring success in your work, your long-term career and your overall life. In order to help you develop these traits, we've created Academy policies that re-enforce them. All Academy faculty follow these policies in their classes. You will receive feedback on the following traits during the semester because these behaviors are as important to your career success as your academic abilities.

#### **Trait #1: Successful students attend every class!**

Successful students are dependable. College work is much more intense than high school. In the past, students who have missed class have found that it's very difficult to catch up. The Academy is special because all of the classes are linked and worked together.

But we also know that illness occurs and emergencies happen. If you must be absent because of an illness, a death in the family, an ill child, childcare problems, official government appointments, or an accident on the freeway, please call someone in your study group to find out what you missed. You'll be expected to have all your missing work completed and to be caught up by the next class.

**If you leave class** early without discussing with the faculty and receiving approval **before the class** begins then this will be counted as an absence.

**Four absences, in any one of your classes, will lead to a meeting with the Academy faculty at their weekly meeting on Monday.** To succeed, you need to be here, and you need to come to **all** of your classes, not just some.

#### **Trait #2: Successful students come to class on time!**

Successful students are ready to learn when class begins. As a matter of fact, they usually get to class early if at all possible. The Academy considers being tardy as anyone who arrives 3 or more minutes after the class starts. After three tardies in any class, students must talk to your instructor about why they are coming late and come up with a strategy to avoid it. **Three tardies are equal to one absence.**

### **Trait #3: Successful students take exams!**

Sometimes an absence may prevent you from taking a scheduled exam. If you have an absence and have followed the Academy policy for letting your instructor know, **you are responsible for making up the exam.**

### **Trait #4: Successful students are prepared for class and complete their homework on time!**

Successful students are ready to learn, care about school, are prepared and organized, and make and keep agreements. Please do not bring food to class. Finish your snacks or meals before class begins. You'll succeed in the Academy if you focus on completing all of your assignments on time. Unlike other classes in college, Academy faculty coordinates the scheduling of your homework and the due dates for big projects. We have given you a college-level workload, one that we know you can handle. **Any late assignment will lose points and thus will lower the grade you will receive on the assignment.**

### **Be Prepared for Class – Tools Needed**

- Notebook, lined paper, and writing tools (pen & pencil)
- Course syllabi, which has the assignments and readings for your courses
- Course Reader, books, and other reading materials
- Handouts needed to complete assignments
- Folder or 3-ring binder to neatly store assignments, etc.
- *Patience. Kindness. Hard work.*

### **Trait #5: Successful students pay attention in class, stay focused and do not distract others from doing their work!**

You'll get the most out of your classes if you concentrate and keep engaged, if you share in class, if you respect others in the class, and if you openly acknowledge the help others give to you. When you engage in distracting behavior, you prevent yourself from learning and can cause problems for other students too. **Disruptive behavior is anything that disturbs other students so they can't learn or disturbs the faculty so we can't teach.** Here are some examples:

- Text messaging or using any other electronic devices during class time (including during computer activities or film screenings)
- Not listening or participating in side conversations while someone else is talking
- Interrupting others, swearing in class or walking out of class
- Talking out loud during quiet time or reading magazines during class
- Putting down, making fun of classmates or the teacher, or name calling
- Making sexual innuendos about classmates
- Leaving in the middle of class to feed the parking meter or move your car
- Taking excessively long bathroom breaks; using bathroom breaks to make phone calls or for texting
- Packing your backpacks before class is officially over
- Doing your homework or studying for another course during class time
- Cheating or copying another's work during quizzes or tests
- Arriving intoxicated to class
- Having headphones in your ears during class discussions

Remember, these are only examples and we haven't thought of everything. The instructor will determine whether a behavior is a distraction to students or teacher. **We have zero tolerance for physical violence or threats, and any form of sexual harassment and can lead to immediate expulsion from the Academy.**

## Plagiarism:

**In addition, successful students do their own work! Using someone else's words, work, or ideas as if they were your own is considered plagiarism, and is against the rules of both the ACE and this college.**

Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it, uncredited, as his or her own work. A failure to credit others may result in one or more of the following: a student receiving a failing grade on the assignment, a failing grade for the course, or suspension from college enrollment. Students are expected to know how to credit sources, how to quote and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit.

Examples which may be considered plagiarism and can result in the consequences listed above:

1. when you are doing a research project on the Web and you cut and paste the text without saying where you got it,
2. when you copy directly out of a book without naming the book and the author,
3. if your answers are very similar to another student's on an exam.
4. if you have someone else complete your homework for you, or if you turn in a homework assignment and your answers are very similar to another student's, this may be considered plagiarism and may result in the consequences listed in the previous paragraph.

Cabrillo has a website on recognizing and avoiding plagiarism: <http://www.cabrillo.edu/services/writingcenter/Plagiarism.html>.

## **Trait #6: Successful students actively support a drug and alcohol free academic environment.**

Scientific evidence indicates that students are unable to focus, think clearly, and reach their full academic potential while under the influence of mind-altering substances. Academy experiences support this finding. Students must refrain from using mind-altering substances before and during school related activities, including homework.

Many students in the Academy are in recovery and actively working on their sobriety. Successful Academy participants support each other's recovery and avoid behaviors that encourage drug or alcohol use. **Students who come to class intoxicated or otherwise impaired will be asked to leave the classroom for that period and will not receive credit for that class.** Related disruptive behaviors that condone drug or alcohol use:

- Encouraging classmates to participate in drug or alcohol use.
- Disrespecting sobriety or those students struggling to maintain their sobriety.
- Glorifying drug or alcohol experiences.
- Inviting classmates to activities where drugs or alcohol will knowingly be served in violation of local, state or federal laws.

### **Handling Disruptive Behavior:**

The following are the steps taken in the Academy to deal with disruptive behaviors. Faculty may skip steps if they feel a situation warrants it.

1. When you do something that is disruptive, the Academy faculty will take you aside and talk to you about it. Sometimes, if it's for something minor, they'll give you another verbal warning.
2. If the disruptive behavior occurs again you'll be given another verbal warning. You'll also be required to talk with your instructor and will need to answer some specific questions in writing. You will additionally be required to meet with a student support team member.
3. The third time the disruptive behavior occurs, you'll be asked to leave class that day. This will be counted as an absence. You'll also need to come to the Academy faculty's weekly meeting to discuss your written answers to questions about what can be done to help you improve your behavior. If you continue your disruptive behavior, you **may be asked to leave the Academy.**

### **Cell phones:**

Cell phones need to be turned off during class. If you have a sick child or some other emergency that requires that your phone stay on, tell your instructor in advance before class begins and set the phone to vibrate. Remind the instructor quietly why you have to take the call and leave the room to talk. Return as soon as the call is complete. If you answer your cell phone or let it ring when it's not an emergency and you have not told your teacher in advance, the same four steps as listed above will apply.

If you find that you are having trouble paying attention in class and staying engaged, don't hesitate to talk to Academy faculty about it. We have lots of tricks to share with you about how to get the most out of your classes. We also have sympathetic ears and want to know about whatever may be going on that's preventing you from being focused. Successful students get enough sleep and eat a balanced diet.

### **Additional Important [College Specific] Statements: [Cabrillo College Example:**

**Students with disabilities:** "All students needing accommodations should inform the instructor ASAP. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with Disabilities Act (ADA) entitles the use of accommodations to ensure equal opportunity for students with verified disabilities. To determine if you qualify or need assistance with an accommodation, please contact Disabled Student Services, room 810, 479-6379, or the Learning Skills Program, Room 1073, 479-6220."

**Drug-Free Environment:** "Cabrillo College is committed to providing students and employees alike with a drug-free environment for both work and study. All members of the college community are encouraged to be actively involved in the prevention of alcohol and other drug abuse. Prevention, education, and early intervention programs are available, along with counseling and referrals to appropriate mental health and medical services."

***Replace with college-specific statements]***