Student Expectations

• Student Conduct
• Participation
• Communication
• Student Resources
• **Tulane Student Conduct Guides**
  - [Tulane Code of Student Conduct](#)
  - [NTC Code of Academic Conduct](#) (undergraduate)
  - [Unified Code of Graduate Student Academic Conduct](#).

• **CET Student Conduct Guides (Brazil ONLY)**
  - [CET Student Conduct Policy](#)
  - [CET Academic Policy](#)
  - [CET Conditions and Terms](#)

• **Basic Principles**
  - Integrity
  - Maturity/Responsibility
  - Respect
  - Generosity
  - Community
Participation

- Log-in regularly to scheduled classes and required co-curricular activities with video enabled.
- Log-in to classes **on time** and **prepared** and remain for the entire duration of the class. Tardiness and early departures will affect a student’s participation grade.
- Thoroughly review all assigned readings and asynchronous activities prior to class.
- Complete and submit all assignments fully and on time.
- Engage actively in class discussions and activities. Remain alert and attentive during lectures.
- Communicate promptly any illnesses or family emergency that may prevent attendance, assignment submission, etc.
- Check email regularly for any updates or modifications to the course.
- Comply with all other expectations recorded on Program Syllabi.
Zoom Etiquette

- Turn on camera
- Appear appropriately dressed and sitting upright
- Reduce background distractions
- Mute yourself if you are not speaking
- Use headphones to increase sound quality
- Reduce screen distractions (close applications not required for the class activity)
Students are permitted to miss a total of 3 class blocks* for any reason. 1% will be deducted from the student’s final grade for every absence exceeding the first 3.

**Note:**
- Any tardiness/early departure/absence of more than 30 minutes will count as a full block absence.
- Students MUST contact instructor *prior to any absence*
- Students are responsible for all assignments and materials covered in missed classes.

*The program schedule includes two daily or semi-daily blocks of classes (Morning and Afternoon), each comprised of 3-4 hours.

*Students experiencing severe health issues or other extenuating circumstances should contact the Program Manager as soon as possible to discuss their situation.*
Communication

- Modes: Email, Canvas notifications, Canvas messages
- Check email
  - 2-3 times/day on weekdays
  - 1 time/day on weekends
- Configure Canvas notifications
  - Announcements and messages forwarded to email
  - Add email checked most often
Communication: Whom to contact

- **Misc. Concerns**: start with the Program Manager, sclassum@tulane.edu
- **Brazil ONLY**: cc Súlia Folli, CET Resident Director, sfолli@cетacademicprograms.com on ALL correspondence
- **Administration**: Hannah Palmer, Program Manager
- **Academics**: contact the relevant instructor directly
- **Absence**: contact your instructor and cc the Program Manager
Student Resources

- Howard Tilton Memorial Library: https://library.tulane.edu/
- Learn Anywhere Toolkit: http://guide.tulane.edu/learn-anywhere/
- Goldman Center for Student Accessibility: https://accessibility.tulane.edu/
- Tulane Title IX Office: https://allin.tulane.edu/titleix/coordinator