PACE UNIVERSITY

Lubin School of Business

Student Professional Standards in Lubin Classes

Below is a set of behavioral guidelines intended to maximize student professional experiences and performance.

Attendance

- Attend class regularly, return from breaks promptly and remain in class until class is dismissed
- Do not leave the classroom during class except during breaks or as previously authorized by the professor
- Communicate in advance to the professor if you will be late or absent and provide a clear and cogent reason for lateness or absence (as an employee working on the job would)

Behavior

- Be respectful of and polite and courteous to faculty, staff and student colleagues
- Only use electronic devices as authorized by the professor and dedicated to in-class subject matter (i.e. for note taking or in-class research)
- Demonstrate academic honesty and act in accordance with the University policy on academic integrity

Class Ready

- Come to every class fully prepared with required reading and writing materials and assignments completed
- Complete and submit all homework, papers and presentations on time in the form(s) required by the professor (paper, digitally and/or online)
- Develop strong study practices and carefully prepare for all exams and quizzes
- Expect to dedicate (i.e. read, write, rehearse and study) at least 2 hours per week for each hour of class time
- Check Pace email and Blackboard daily for correspondence, announcement, and class content

Participation & Communication

- Reply promptly to emails from professors, staff members and fellow students
- Use correct punctuation and grammar in all emails and include your name and contact information
- Take notes on all subject matter discussed in class
- Listen actively and attentively and participate in positive and productive class interactions
- Speak clearly, project, be articulate and use proper language

Presentation

- Be a good team member. Work collaboratively in team projects and carefully rehearse for all presentations
- Demonstrate strong presentation skills both orally and through the use of effective visual support
- Dress neatly and wear business attire for key presentations and University events (e.g. career fairs)

Professional Readiness

- Participate in Career Services activities and attend Career Services and other professional events
- Update your personal career plan and personal assets on a regular basis (i.e. resume, LinkedIn profile)