**PROFESSIONAL GUIDELINES**

**Students are expected to act in accordance with and have an understanding of the professional guidelines and to present themselves as a professional healthcare student when representing LSUHSC-SOM NO. Students are expected to demonstrate cultural awareness and humility and treat all patients, peers, faculty and staff with respect.**

Students will **communicate** in an appropriate manner at all times with patients, peers, faculty and staff. Students are expected to:

* Communicate in a respectful manner under all circumstances including in person, emails, social media and on zoom with faculty, staff, peers and patients
* Respond to emails in a timely fashion
* Provide timely notification regarding absences to mandatory sessions and exams
* Provide constructive feedback to peers and faculty
* Use appropriate language when discussing peers and patients
* Wear appropriate attire according to the circumstances

Students will exhibit **engagement** in coursework and course activities. Students are expected to:

* Be present and exhibit punctuality to all mandatory sessions and exams
* Submit all assignments and reflections on time
* Stay on task during all class sessions
  + No cell phone and laptops usage for non-session related activities
  + No conversations while faculty and/or peers are addressing the classroom
  + Engage and participate when asked and/or appropriate
* Follow instructions for all sessions, exams, and online activities
* Exhibit professional and timely engagement with faculty when requested
* Exhibit teamwork

Students will exhibit **honesty and integrity** at all times. Students are expected to:

* Submit original work and not use any resources that would be considered plagiarism, including AI.
* Adhere to the Honor Pledge for every exam, TBL, and online quizzes, tests, etc. This includes no screenshots or recording questions with intent to distribute to other students.
* Respect faculty intellectual property (PowerPoints, etc.) and not distribute outside of LSUHSC-NO
* Maintain confidentiality of peers as is expected with patients
* Communicate truthfully with faculty, staff, peers and patients

Students will strive for **personal and professional development.** Students are expected to:

* Take responsibility for their own learning and ask faculty for help when struggling
* Accept feedback as it is intended and use it for improvement
* Admit omissions and mistakes and attempt to learn from them

Students will **adhere to all** **school policies** and instructions from faculty and staff including the:

* Professional Guidelines
* Honor pledge
* Computer and Social Media guidelines [LSUHSC - SOM Social Guidelines](https://www.medschool.lsuhsc.edu/LSUHSC%20SOM%20social%20media%20guidelines%208-14.pdf)
* HIPAA guidelines [LSUHSC SOM HIPAA Guidelines](https://www.lsuhsc.edu/administration/ocp/docs/HIPA/HIPAPP/HIPA_HIPAPP.html)
* FERPA guidelines [FERPA Guidelines](https://lsuhsc-my.sharepoint.com/personal/jsturt_lsuhsc_edu/Documents/Preclerkship%20Course%20Director/professionalism/FERPA%20Guidelines)