

Professionalism percentage deductions

Key points: When can a student lose percentage?
 How does attendance fit in with professionalism?
 Importance of “no call, no show”?
 Can professionalism point be earned back?
 Why is this significant?
 How does dress code affect professionalism?
 The times when dress code is enforced?
 Facilities rules and the effect on professionalism grade?

- All students start off with maximal professionalism points for the day, and loss can happen progressively throughout the day.
- Professionalism must be maintained in and out of class, **at all times while ON CAMPUS:**

Points Lost	Actions that can lead to the loss of professionalism percentage
1. All percentage (100%) lost for each day	<ul style="list-style-type: none"> • <u>Negative body language/profanity</u> Use of foul language and/or inappropriate body language (e.g. sleeping in class, saying “F...” at lunch break or before class, using body language in gesturing to fight or confront another student) • <u>Lack of uniform (one of any of these)</u> Missing ID badge, wrinkled or dirty uniform, inappropriate shoes worn, inappropriate jackets worn (any jackets other than lab jackets for all students), tattoos not covered, visible body piercings not filled clear retainers. Wearing any inappropriate attire including jeans, sweats, tank tops, this includes removing uniforms during break/lunch time. • <u>Not following facility rules</u> Eating food/snacks/gum or drinking (except water) of any kind within any other part of the facilities besides the break/lunch room. Smoking in non designated areas. • <u>In the classrooms (before during or after class)</u> → Cell phone ringing, texting during class, personal IPAD usage (e.g. games, Facebook). Watching loud videos/music before or after class. (some students come into classrooms early or stay after to study or work without noise/distractions)
2. All percentage lost except for 20%	<ul style="list-style-type: none"> • ABSENCE of class - Must <u>personally</u> call/email instructor regarding absence <u>no later</u> than by the start of class. (email information for faculty & staff on ehawaiiimedic.com) • If instructor does not have an office phone call Dr. Graham-Roy at 954-4935. • If student does not call it is considered → “No call, no show” <i>ALL PROFESSIONALISM POINTS LOST FOR THE DAY</i>

	**Please note that you will only be receiving a professionalism point back, not attendance points which is a separate 25% of your grade.
Points Gained Back	Actions that can lead to the gain of professionalism points
3. Can gain 50% professionalism percentage for day back	<ul style="list-style-type: none"> • If student was absent and called instructor of absence, or let instructor know ahead of time that class would be missed, when the student makes up the class, they can gain 50% of the professionalism points for the day, only when making up attendance to 100%, not to 90% as this is required by FA. <ul style="list-style-type: none"> ○ But make-up time must be agreed upon and done before 50% is given.
4. Can gain 70% professionalism percentage for day back	<ul style="list-style-type: none"> • With Doctor's Note, Jury Notice, or Military Service if student was absent and called instructor of absence, or let instructor know ahead of time that class would be missed, when the student makes up the class, they can gain 70% of the professionalism points for the day, only when making up attendance to 100%, not to 90% as this is required by FA. <ul style="list-style-type: none"> ○ But make-up time must be agreed upon and done before 70% is given.
5. If makeup is completed within 3 days of absence. Can gain 90% professionalism percentage for day back	<ul style="list-style-type: none"> • With Doctor's Note, Jury Notice, Military Service, or Healthcare Community Event* (with proof of attendance) if student was absent and called instructor of absence, or let instructor know ahead of time that class would be missed, when the student makes up the class, they can gain 90% of the professionalism points for the day, only when making up attendance to 100%, not to 90% as this is required by FA. <ul style="list-style-type: none"> ○ But make-up time must be agreed upon and done before 90% is given.
Instructor discretionary percentage	Actions that can lead to the loss/gain of professionalism percentage
6. Loss of percentage – Instructor will go over this on first day	<ul style="list-style-type: none"> • Student is late to class, up to 10 minutes, it is up to the instructor as to the loss of points for being late → but once student is 10 minutes late they are technically, absent. • Student not completing work on time, e.g. homework not done or incomplete/wholly incorrect.
7. Gain of percentage (Either professionalism or overall percentage)	<ul style="list-style-type: none"> • Instructor(s) not adhering to professionalism standards (please do not be afraid to point out an instructors discretions in a professional manner). • Student exhibiting positive guiding attitudes to other students and really assisting others.

At HMC we are preparing everyone (staff, faculty and students) to set the bar to a higher standard of professionalism and we want our students to have the ability to get a job, keep the job and become an asset for the organization that we work with from extern sites to employers and the community.