

## Mastering Social Standards

ACM's **CODE OF STUDENT CONDUCT** says, in part, "Students enrolling at any campus of Allegany College of Maryland assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. Conduct shall be consistent with the College's Core Values: Respect, Integrity, Opportunity, Wellness, and Quality. Each student is presumed to have fundamental knowledge of proper conduct[.]"

- **GREETING.** Always say hello when you approach someone – especially if you have a question or a problem. It's common courtesy. A simple greeting establishes that you respect the other person and invites respect in return.
- **PLEASE/THANK YOU.** Have you heard the expression "you attract more flies with honey than vinegar?" It is true and applies to human interaction. Whenever you ask for something, say "Please". Whenever something is given to you, say "Thank you." It's common courtesy. Oh, and say "Excuse me" if you interrupt, bump, block, or cross another person.
- **VOLUME .** Always be conscious of when you should use your "indoor voice"; obviously, being indoors means you must speak with an indoor voice, but being outdoors near classrooms and offices also requires an indoor voice. You may have free time, but other students may be studying or taking tests. Show respect for them and the faculty who are teaching them. What about when you're in the library? If you *must* speak, always use a whisper!
- **TONE/BODY LANGUAGE.** Some folks are unaware of how they come across to others. What may seem fun-loving or harmless to you could be perceived as insulting or aggressive to others. Therefore, be aware of *how* you are speaking, what *looks* you are giving, and whether you are sending non-verbal cues with your hands, arms, leg stance, posture, etc.. You communicate more than you know.
- **SHOW UP. BE ON TIME.** If you have a class, a job, a meeting, or anywhere else you are supposed to be, go. If the event starts at 10:00, get there at 10:00 – not 10:15 or 10:30. If you can't get there on time or at all, call right away and ask if you can reschedule. (Remember: working around your schedule/convenience is a courtesy, not an obligation.) If you don't show up, you can't complain about the consequences.
- **KEEP YOUR HANDS TO YOURSELF.** You do not have the right to put your hands on anyone else. Period.
- **TAKE NOTHING THAT DOES NOT BELONG TO YOU.** You do not have the right to touch another person's property, much less to take it. The same for College property. If you did not purchase it yourself or if it was not given to you as a gift, hands off! If you find money, purse, backpack, books, cell phone, ipod, or any other item, you are required to turn it over to a College official immediately. "Finders keepers" doesn't apply here.
- **TELL THE TRUTH:** Much like Watergate, it is usually the cover-up that gets people into trouble. Most problems can be resolved – unless one person decides to lie. Lying costs respect and trust, but a reputation for honesty will take you far in life. And you don't have to remember the truth; it just is.

Sadly, some students forget what they were taught or get lazy once they leave the controls of home/high school. You must comply with the standards of conduct that are expected on our college campus. Of course, these standards are also expected in "the real world"; future employers will assume you know your manners, and you might not even get a job if you have not mastered these basic social standards that promote civility, compassion, and community.