

Agreement of Understanding
Standards for Professional Behavior and Dress Code Expectations
Department of Library & Information Studies

Professional Behavior/Demeanor

Display an eagerness to actively learn and a willingness to seek out new experiences. Professionals share leadership responsibility and should not wait around to be told what to do or think.

Clearly identify yourself to others in the school community. Proceed with an attitude that all students will learn.

Respond professionally to feedback.

Use appropriate written and oral communication respectfully and truthfully and in the appropriate forum (i.e., avoid use of profanity, slang, and communication structures considered too casual or informal). Answer phone calls/email in a timely and courteous manner.

Carefully prepare for all lessons/classes for which you are responsible, consulting your cooperating teacher and/or supervisor.

Avoid absences unless you encounter an emergency (e.g., flat tire on the way to site) or have a legitimate illness (e.g., running a high temperature or vomiting). In such cases, you need to contact site personnel and your supervisor immediately.

Arrive early and leave only after consulting with cooperating teacher unless prearranged. Be on time for meetings and appointments.

Maintain a professional relationship with students, staff, parents, and cooperating teacher. Treat people with dignity and respect.

Follow and uphold all school rules, including those regarding drug and alcohol use and sexual harassment, DLIS expectations, and legal requirements or obligations.

Demonstrate respect for colleagues, administrators, parents and students and their differing opinions, backgrounds, abilities, and feelings.

Respect the confidentiality of students, colleagues, and parents in written work and in the public arena.

Communicate regularly with your cooperating teacher and DLIS supervisor, use them as a resource and contact them immediately when problems arise.

Use the Internet and social networking to your advantage. Convey a professional image and highlight your communication skills and creativity.

Maintain composure at all times.

- Be careful: Do you want the school community to see those revealing photos or questionable jokes? Are you advertising your participation in inappropriate behaviors or events?
- Be discreet – Consider setting your profile to “private” so that a limited number of people have access to it.

Professional Behavior Glossary

Presentable: Presentable means showing up for work groomed and dressed in a way that is attractive without being distracting. In face-to-face situations, one's physical appearance is almost always the first indication of "professionalism" that others judge.

Reliable: Reliable means consistently performing one's work, and delivering results, in an effective manner. A reliable person also is accurate about how much work he or she can actually accomplish in the projected timeframe.

Conscientious: Conscientious means doing high quality work in order to satisfy an internalized value that one's work should be done with attention to excellence. A conscientious professional takes pride in all of his or her jobs, not merely those that will receive the most notice or the highest remuneration.

Nonjudgmental: Nonjudgmental means that one is not prone to arrive at conclusions so swiftly that relevant information is not considered, or that possible misunderstandings are never probed.

Professional Appearance

General guidelines for dress and appearance: Teachers, like other professionals, gain respect from their constituents partially through appearance. A neat and clean appearance is required at all times. Clothing choices should meet or exceed the standards of your school placement's dress code. All clothing is to fit properly (neither too tight nor oversized and sagging) and provide a modest covering (avoid sheer fabrics, plunging necklines, and styles that do not cover mid sections or undergarments).

Specific guidelines (unless stated more stringently by school placement):

Grooming: Hair and nails should be clean and neat with attention given to bodily odors. Men must appear clean-shaven, with trimmed beards.

Body piercings: Other than ears and those with religious significance, body piercings may require the approval of the building principal.

Tattoos: Should be covered unless permission to allow them to be seen is granted by the principal.

Footwear: Shoes should be comfortable and clean (e.g., no beach footwear or tattered cross trainers).

Jeans and sweat pants: Jeans, sweat pants, yoga pants and loungewear are not professional attire.

Questionable wording: Garments containing obscene, offensive, or gang-related messages, or references to products that are illegal to minors are not professional attire.

Good choices for Men:

Collared shirts tucked in, turtlenecks, and sweaters. Some districts expect a shirt and tie. Khaki pants, corduroy or cotton/permanent press pants.

Good choices for Women:

Sweaters, collared shirts, turtlenecks/crew necks, casual skirts (denim is fine here) of adequate length to enable bending over and sitting on the floor when necessary. Khaki pants, cotton or corduroy pants.

I have read and understand the above stated expectations and agree to follow them while completing my field experiences through the Department of Library and Information Studies at the University at Buffalo.

Student Signature _____ **Date** _____