

# The student profession

## Studying at college ryhmes with COMMITMENT AND RESPONSIBILITY

I have the right to support and access to resources.

I have the right to know how the courses are given.

I have the right to teaching activities that promote motivation and learning.

*I am responsible for taking the steps to have access to the necessary resources.*

*I am responsible for planning the time necessary for my success.*

*I am responsible for preparing my classes and actively participating in them.*

### FAMILIARIZE MYSELF WITH THE RESOURCES

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### PLAN MY SCHEDULE

2

### ACTIVELY PARTICIPATE IN MY COURSES

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- I am able to connect to the cégep's Omnivox portal.
- I use an agenda.
- I am able to read my MIO's.
- I know how to use the digital environment used by my teachers (LÉA, Teams, etc.).
- I know Microsoft 365.
- I know where to find the documents I need.
- I know how to request IT support for software and hardware.
- I familiarize myself with the school calendar.
- I read the Memos from the Direction teams sent monthly by MIO.

- I write down all my courses, evaluations and my personal activities in my agenda.
- I book moments of team work in my agenda.
- I mark my appointments with the professional services of the Cégep in my agenda.
- I carefully read all my course plans.
- I plan my time for reading and carrying out activities.
- I plan times where I study quietly.
- I plan times to revise and correct my work before handing it in.
- I prepare my questions for follow-up meetings with my teachers.

- I consult the documents provided by my teachers.
- I do all the preparatory reading for my courses.
- I have materials on hand to take notes.
- I ask questions to stay active and engaged.
- I make myself available for my team work.
- I participate in exchanges and team follow-up discussions.
- I know how to communicate with my teachers.



The recommendations associated with this icon are intended for distance education students.



- I actively participate in courses with the camera open.
- I choose a quiet place to participate in my courses.
- I sit at a table or at a desk.

I have the right to respect

*I am responsible for adopting a polite, courteous and respectful behaviour*

#### COMMUNICATE ACCORDING TO ETIQUETTE

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- I close my phone or other screens not required for the course.
- I am punctual.
- I communicate politely.
- I wait my turn to speak.
- I avoid comments that could harm someone.
- I respect differences.
- I am sensitive to the fact that everyone can express themselves.
- I ask permission before recording a lesson or taking a photo.



- I record (audio, video, text) or take screenshots only if allowed.
- I activate my microphone at the teacher's request.

I have the right to know when and how I will be assessed

*I am responsible for completing the assignments and evaluations of the courses*

#### COMPLETE MY ASSIGNMENTS AND ASSESSMENTS

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- I know the instructions for each task requested and the way to submit it.
- I understand the ways of being evaluated and have read the criteria and the evaluation grid.
- I refer to the presentation standards given by my teachers.
- I demonstrate intellectual integrity (beware of cheating, fraud and plagiarism!).
- I use Antidote to improve the quality of my French.
- I hand in all my formative work so as to receive feedback.
- I use feedback from teachers or the team to improve my work.
- I make sure I know how to answer exam questions effectively.
- I use the remedies to which I am entitled according to the PIEA (recovery, complaint, etc.).

I have the right to psychosocial services and special education

*I am responsible for taking the steps to have access to the resources I need*

#### TAKE CARE OF MYSELF

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- I take care of my health.
- I get enough sleep.
- I take time to socialize
- I devote 15 hours or less per week to paid work.
- I set realistic goals for myself.
- When I study, I plan breaks and move around to clear my mind.
- I celebrate my successes.
- I contact psychosocial services as needed.
- I contact the appropriate services as needed.
- I know how to contact the Academic Advisor associated with my program.
- I am aware that help centers and other services exist.
- I participate in appointments that are proposed to me.