

The expectations, rules, procedures and consequences are intended to keep the environment safe, orderly, and productive. Please respect the rules so that we can maximize learning time together. The rules are not hard to follow, nor are any of them “out of the ordinary.” They are simply expected behaviors for Pathfinders (and Pathfinder Staff) within the TLT Program. If you have any questions about any of these rules, or why they are in place, you have the right to find out – please ask me as soon as possible. There should never be a rule that does not have a purpose!

Thank you for your cooperation!

## **EXPECTATIONS**

### **1. Respect yourself & others**

- Show respect for yourself and others at all times.
- Respect others’ property. Avoid touching or writing on anything that does not belong to you. Don’t expect that others will clean-up your messes. Please pick-up after yourself.
- Respect yourself and the rest of us by using appropriate language and wearing appropriate clothing. Please note that NAD requires closed-toed and closed heeled shoes.
- Be a kind person.

### **2. Put forth your best effort at all times**

- Always do your own best work.
- Put quality ahead of just getting it done.

### **3. Be prepared for ops each day**

- Come prepared with all materials necessary:
  - ✓ An organized portfolio containing all necessary materials and handouts.
  - ✓ Looseleaf paper, pens, and pencils.
  - ✓ The most successful TLTs are organized.

### **4. Follow directions when given**

- When directions are given, do your best to follow them the first time. If you are confused or have questions, ask. It would be better to stop to clarify than be off task while everyone else is working.

### **5. Pay attention, participate and ask questions**

- Engage in what is going on. If you have a question, ask it. Otherwise, we won’t know that you did not understand something. There are no stupid questions, and chances are, if you are wondering about it, someone else is too. Be proactive about your learning and don’t be afraid to ask for help. If you feel most comfortable waiting until breaks, that is okay, but do keep communication open.

### **6. Preserve a positive learning environment**

- TLT actions that interfere with teaching or learning will not be tolerated.
- Minimize interruptions by arriving to workshops on time and not leaving early.

### **7. Take responsibility for your actions**

- If you are confronted about a rule infraction, own up to it. Don’t deny it, lie about it, use semantics, or blame someone else.
- TLTs (and Mentors) that choose to break these rules, face the possibility of additional consequences.

## **WORKSHOP RULES**

### **1. Cell phones & electronic devices**

- Electronic devices (laptops and tablets) are required during workshops. Cell phones will only be allowed for specific and limited use.
- Cell Phones should be left on the table and visible during workshops when not actively being utilized for projects. Since cell phones are permitted, it is never appropriate to use them under the table.

**2. Food & drink**

- While in the classrooms, you may only drink your bottled water.
- If a spill occurs, please clean it up immediately. You and your unit are expected to tidy up after yourselves, this is your responsibility. Pathfinders always leave things better than when they arrived.

**3. Arrive to all workshops and activities on time & ready to learn**

- It is your responsibility to be on time and together as a unit/patrol.
- Be "physically" and "mentally" present.

**4. Use polite and appropriate language**

- Offensive, derogatory, and profane terms are not tolerated. In order to have a safe ops environment where all TLTs feel comfortable, no put downs, swear words, or slang words with demeaning connotations will be accepted. Remember, if you don't have something nice to say, don't say it at all.

**5. Do your best work & complete it in on time**

- Remember that the projects and challenges that you turn-in are a reflection of your effort on the assignment. Think about the following expectations when you are preparing an assignment that will be reviewed:
  - Does this show that I have actively put some time, effort and thought or did I do something just to check it complete?
  - Have I submitted it within the time allotted? Others might be counting on your contributions.
  - Classting (Needed to pass operation)
    - Nothing submitted = 0%
    - Just something submitted = 50%
    - Thoughtfully submitted = 100%
    - Late submissions may not be accepted or if accepted, full credit may not be awarded.

**6. It is your responsibility to make sure your file is complete.**

- Allow time to check with the registrar to ensure your file is complete and up to date. Do not confuse your file with your portfolio. Incomplete files may factor into your potential ability to stay.

**7. TLTs will not be permitted to move on to new ops if they have more than 1 incomplete ops**

- This means both projects from operations list as well as Classting.

**CONSEQUENCES**

**1. Verbal warning**

**2. Discussion with mentor**

**3. Invited to reapply the following year**

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TLT/Mentor Signature

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Date