APPLIED ENGINEERING AND TECHNOLOGIES

New Student Orientation

Division Policies

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Mission Statement

AET Division's Mission for students is to:

- Provide Education and Training in AET programs

- Promote STEM Initiatives and Events

- Enrich with Real-World Knowledge/Practical Experience

- Support Students in becoming Informed, Engaged Citizens

- Guide to become Good Stewards of Community Resources

- *Prepare Students for Successful Employment/Rewarding Careers*

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Core Values

AET Division courses promote for Instructors and Students:

- **Accountability:** Accept Responsibility for Words and Actions

- **Respect:** Foster a Respectful Environment for All

- **Responsibility:** Take Ownership for Actions and Obligations

- **Critical Thinking:** Improve Analysis, Synthesis, and Evaluation Skills

- **Communication:** Express Clear Written/Oral Ideas

- **Collaboration:** Develop Effective Teamworking Skills

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Expectations of Students

Assume Responsibility:

- Verify Completion of Pre-/Co-requisite Courses

- Purchase Required Textbooks, Software, Tools, and Supplies

- Must Attend at Least 90% of Classes or Dropped from Class

- Be On Time and Prepared

- Monitor Blackboard and Wake Tech email daily

- Complete Required Individual and Group Work

- Use College Technology for Only Academic Work

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Expectations of Students

Be Respectful & Actively Engaged in Learning:

- Respect Instructors' Position as Classroom Leaders

- Respect and Support Everyone's Right to Learn

- Participate in Class by:

  – Asking Relevant Questions

  – Providing Appropriate Feedback

- Listen Attentively to Instructors and Other Students

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Academic Integrity

Requires Environment Conducive to Learning Based on:
- Commitment to Honesty, Truth, Fairness, Respect, and Integrity

Academic Integrity:
- Cheating and Plagiarism Violates Integrity of the Academic Process
- Academic Penalties are Evaluated per Student Code of Conduct

Note:
- Instructors should establish clear expectations about collaboration
- Students should submit original individual/group work
- When in doubt about cheating/plagiarism, contact instructors

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Managing Student Concerns

AET Division Abides By:

- Student Code of Conduct, Rights, & Responsibilities
- Follows the AET Division **Chain of Command**

Student's Steps for Resolving Complaint or Grievance:

- Communicate Concern to the Instructor - *Outside of Class Time*
- If Not Satisfied, then Speak with **Program Director**
- If Matter is Still Unresolved, Schedule Appointment with **Department Head,** then **Division Dean**
  - *NOTE: Be prepared to explain reason for disagreement with prior decisions of the Instructor and Program Director*

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