

# Island Consulting

STEERING YOUR ORGANIZATION IN THE DIRECTION OF SUCCESS

## Island Consulting and Training Academic Integrity Policy

### Student Commitments and Code of Ethics:

I agree to the following:

**While participating in any ICT training, seminar or event, in person or live on-line, I agree to adhere to and practice my departmental and ICT's Code of Ethics as described in this document.**

1. Students agree to adhere to and practice the Code of Ethics and policies of their department or organization, county regulations and state and federal regulations while attending training with ICT in a classroom, seminar or a live on-line course.
2. Students agree that **cell phone use is strictly prohibited** while attending training with ICT in a classroom, seminar or a live on-line course.
3. Students shall represent themselves honestly and respectfully in all classroom/on-line settings, whether verbally or in writing.
4. Students shall demonstrate respect towards other students and the instructor.
5. Students shall maintain the highest standards of academic integrity.
6. Students will complete all assignments; exams as directed and will participate in the learning environment.
7. Students will be ready to begin training **at least five minutes** prior to the beginning of the course. This includes but is not limited to:
  - a. signing and submitting all required forms including the STC roster as directed.
  - b. printing course materials that will be utilized by the student during training is always the best option for ease of use during instructional hours. These materials will assist the student with successfully completing the course exam(s) at the end of the course. The exam(s) will be completed on-line and returned to ICT electronically during class.

- c. when attending an on-line training, ensuring that Zoom, microphone and camera are set up so that student can be heard and seen at all times during the course.
- d. when attending an on-line training, ensuring that the learning environment will be uninterrupted for the duration of the course.
- e. having pens and paper available for note taking and completion of forms and exams.

In addition, I acknowledge that I have completed all items listed below:

**A) Zoom Set-up & Joining Meetings**

- 1. I have received the Zoom Set-up & Joining Meetings handout.
- 2. I followed the steps and signed up for my free Zoom account or my departmental IT person completed this task.
- 3. I downloaded Zoom.
- 4. I read the directions regarding joining a Zoom meeting and/or watched the short video, if necessary, regarding how to join a Zoom meeting.

**B) Zoom Systems Requirements**

- 1. I tested my internet connection. My connection meets Zoom recommendations (see page 2 of the Zoom Systems Requirements document).
- 2. I tested my webcam
- 3. I tested my microphone
- 4. I tested my speakers

### **Island Consulting and Training (ICT) Commitments and Code of Ethics:**

1. We are committed to the highest ethical and educational standards.
2. We are committed to providing the latest, experiential, evidence-based training and consulting services to your department or organization.
3. We specialize in the creation and delivery of dynamic, learner-centered training curricula.
4. We provide proven, expert, and credible, evidence-based training that is specifically designed to develop positive leadership and management skills in probation, police, sheriff's and prison personnel.
5. We analyze current trends and best practices that stem from direct experience in the field to bring the most up-to-date, advanced training available.
6. Our courses comply with the training regulations put forth by the California Department of Corrections & Rehabilitation, the Corrections Standards Authority, and Standards & Training for Corrections.