



## **iSEE** Architecture & Engineering Internship Program 2008 Rules of Conduct & Responsibilities

### 1. Respect

Respect for yourself, others and their property.

### 2. Professionalism

Begin the process of seeing yourself as a young professional and conducting yourself in a professional manner.

### 3. Excellence

Pursue excellence in all that you do.

### 4. Attendance

Attendance to all classes and five Saturday seminars is mandatory in order to receive college credit and an internship position. Students that enroll in the Architecture & Environmental Design class and participate in the seminar series with perfect attendance will have priority internship placement. Students who only participate in the seminar series portion of the program are not guaranteed internships.

You are responsible for attending each class and seminar on time and until the end.

### 5. Notification of Absence

If you must miss one seminar for an extremely important reason, such as a family, school or religious commitment, you must notify us that you will be absent in advance by either email ([Guelsy.gomez@lausd.net](mailto:Guelsy.gomez@lausd.net)) or phone call (213-241-4979).

### 6. Permission Slips and Applications

If you are under 18, you will need to provide us with a permission slip signed by your legal guardian allowing you to participate in the bus trips we'll take during the seminar portion of this program. If you have not already turned in this permission slip, make sure you provide us with the form prior to March 15. You will not be allowed to board the bus if we do not have your permission slip on file. You must ride on the bus roundtrip.

Students who are 18 years old may sign the permission slips themselves.

In order to enroll in the Architecture & Environmental Design class, you must provide a Los Angeles Community College District "*Application for Admission*" and a "*Supplemental Application for Admission of Students in Grades K-12*" form signed by both a parent/guardian and your school counselor **at the first day of class.**

#### 7. Studio Project and Lab Work

iSEE students, enrolled in the Architecture & Environmental Design class, will be held responsible for completing computer lab work and a studio project. Students only participating in the seminar series portion of the program will be responsible for completing the studio project.

#### 8. T-Shirts

You are required to wear your iSEE t-shirts during all our class meetings and Saturday seminars.

#### 9. Workbook

You are required to bring your iSEE Workbook to all classes/seminars and keep all handouts and materials.