



## **iSEE** Architecture & Engineering Internship Program 2009 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 LATTC classes and five Saturday seminars is mandatory in order to receive college credit and an internship position. Students that enroll in one of the two classes 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 through its conclusion.

### **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). If you must miss one class session, make sure to contact your instructor to ensure that you are able to make up the work you missed.

### **6. Permission Slips and Applications**

If you are under age 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 February 28, 2009. You will not be allowed to board the bus if we do not have your signed permission slip.

**You must ride on the bus roundtrip.**

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

In order to enroll in one of the college classes, 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 **by the first day of class.**

**If you attended a Los Angeles Community College in the past year and already have a student ID number, you are only required to fill out the supplemental form.**

**Please note: You are responsible for ensuring you abide by LA Trade Tech's deadlines and processes for enrolling in the college class, as well dropping the class if necessary in order to avoid receiving a "W" notation on your transcript.**

## **7. T-Shirts**

You are required to wear your iSEE t-shirts on all Saturday seminar field trips.

## **8. Workbook**

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