



El Camino College

Student Development Office

Top 10 Ways to Assist Students with the Code of Conduct

- 1. Read the Code.** Become familiar with the Student Conduct Code violations, ECC Board Policy 5520 <http://www.elcamino.edu/studentservices/activities/codeofconduct.asp>
Use the information to assist in educating students about the conduct standards they will be expected to abide by.
- 2. Learn the Process of the Code.** Participate in workshops or Disciplinary Hearing Board training available each semester.
- 3. Sit on a Hearing Panel.** See firsthand what goes on during a formal hearing. See what it is like to have to make a decision and weigh the rights of the individual and those of the college community.
- 4. If you have access to a group of students, have the Director of Students Development conduct a “Do You Know the Code?” session.**
- 6. Participate in the AIMS Team training session.** Learn about behaviors of concern and how and when to intervene.
- 7. Refer students to the Student Health Center, Counseling or the Special Resource Center.** If you know a student is experiencing problems or making poor decisions, be proactive and encourage them to seek assistance that may help them see choices in a different frame of reference.
- 8. Educate the students that the Student Development Office is there to assist students** who may be having difficulty with their fellow students, faculty, and/or staff. Let them know there is a process in place to assist them and not to take matters into their own hands.
- 9. Educate students about the Academic Integrity.** Help students understand there is a higher level of academic responsibility, and that college is different than high school. Students are a partner in their education and have to come to the table prepared to learn. The Student Development web page has useful resources <http://www.elcamino.edu/studentservices/activities/docs/Plagiarism%20Handout1.pdf>
- 10. Help students understand personal responsibility.** When students violate the Code or the law, assist them in understanding they are responsible for their choices, and with those choices come consequences.

For more information please contact the Student Development Office, Activities Center 160 or at 310-660-3593 X3500.