



AUGUSTA
UNIVERSITY

Interdisciplinary Simulation Center

J. Harold Harrison, M.D. Education Commons

ISC Code of Conduct and Requirements

- Course Preparation Requirements
 - Participants must complete all assigned pre-class assignments.
 - Participants must show up for class on time.
 - Participants must contact the instructor if you cannot meet class requirements or will not be able to attend the class.

- Code of Conduct: All ISC participants:
 - Are expected to arrive prepared and on time for all scheduled activities but not more than 15 minutes prior to the scheduled start time.
 - Must enter only through the ISC Reception Area, 3001 (double glass doors.)
 - May not be present in the ISC without an instructor. Impromptu training sessions are not permitted without permission from an ISC staff member. Participants must wait in the lobby until their instructor arrives.
 - Are expected to arrive at the center in proper attire (at a minimum this entails either the clinical setting dress code or business casual attire). Individual programs may set their own dress code *in addition* to this requirement.
 - May not have any food or drink within any area of the ISC with the exception of beverages with a spill proof lid.
 - Are not permitted outside of the area in which their activity is scheduled.
 - Are not permitted within the ISC administrative suite, 3001U, without an appointment. Signs are posted to inform students of this mandate. Instructors must not direct students to enter the administrative suite for any reason with the exception of medical or safety emergencies.
 - Must address any issues with classmates or faculty through the appropriate chain of command for their department.
 - Who behave in a disruptive manner will be removed from the center immediately and will be reported to their appropriate departments.
 - Are not permitted, under any circumstances, to move chairs from one space to any other. Seating in addition to the standard for any given room must be

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Mailing Address:
1120 15th Street, GB3203
Augusta, Georgia 30912

Office Address:
1301 RA Dent Blvd, GB3203
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Form ISC-01(2017)



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requested in writing to the ISC at time of booking and will be handled by ISC staff.

- May not move the tables in any portion of the ISC.
 - Will be held financially responsible for any damage to ISC furniture, equipment, or trainers that is not deemed to be due to normal wear and tear.
 - Expressly agree, by using the ISC lockers, to release and hold Augusta University and the ISC harmless for any loss resulting in their use and to submit to searches deemed necessary for operations and public safety.
 - Understand that locker unlocks will only be performed twice daily at 12PM and 4:30PM and only with AU issued photo identification. All unlocks require the participant and instructor to fill out an ISC Locker Unlock Authorization and Recording Form.
 - Understand that participants who forget their locker number may be required to wait until all other participants have left for the day to perform a locker search. This service will be performed once per student per semester. Subsequent requests for locker searches will incur a \$25 fine, and habitual offenders may be subject to a 24 hour waiting period. An inventory of the contents, including photography, may be taken at the discretion of the ISC staff.
- Cell Phone Utilization
 - Prohibited Use: The use of cell phones is prohibited during classes, unless otherwise determined by the instructor or simulation center staff member.
 - Acceptable Use: All public use of cell phones should be conducted outside of the simulation center.
 - Recordings: The use of cell phones for the purpose of video recording or taking of pictures is prohibited without prior written authorization from the Director of the Simulation Center.

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Acknowledgement of ISC Code of Conduct

I, _____ acknowledge that I have read, understood, and agree to comply with the Code of Conduct of the Augusta University Interdisciplinary Simulation Center, and am voluntarily signing this acknowledgement.

Participant Name

Course Title or Number

Signature

Date

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