

HSEM Student Code of Conduct



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Purpose

The Minnesota Division of Homeland Security and Emergency Management's (HSEM) Training Program is a primary source of emergency management and homeland security training for local and state emergency management professionals, first responders, and other emergency management professionals. This guide outlines the requirements and expectations of students who attended HSEM courses, whether they are taught by HSEM Certified Instructors or other training partners.

This is a living document that is subject to change.

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Professionalism

Below are some details for students regarding conduct and professionalism that are expected at all times while attending a HSEM course (virtual or in-person).

The student shall adhere to the following principles:

- Be considerate of students and treat them with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Conduct themselves in a respectful manner.
- Avoid inappropriate jokes and comments, and from using profane, insulting, harassing, or otherwise offensive language.
- Refrain from public criticism of other students, instructors, FEMA, HSEM staff or policies.
- Promote health and safety standards that ensure the protection of everyone participating in the training.
- Have a positive attitude.
- Dress appropriately and professionally for the type of course being provided.

Learning Management System (LMS) Profile

HSEM utilizes a LMS for training registration, records management, and certificate of completion distribution for most courses. It is the student's responsibility to create a LMS profile and to maintain the profile information. Students should regularly review profile information to ensure it is up to date. Profile information that often needs updating include:

- Email address
- Discipline
- Job Title
- Jurisdiction

HSEM uses the student profile information to approve some course requests. If the information does not reflect the student's current responsibilities, the student's risks having requests denied.

Attendance

Students are required to attend each day of a course; failure to do so may result in an incomplete course. It is the instructor's discretion to allow a student to miss a portion of the course. If the Lead Instructor does not believe a student fulfilled the attendance requirement, the instructor will inform the student and the HSEM Training Team of the attendance issue.

Generally, the student should not miss more than 10% of the course. If the course has already started, it is the student's responsibility to tell the instructor of an absence.

HSEM uses attendance rosters to verify attendance, therefore, students are required to sign in on the attendance roster if they wish to receive credit for the course. Students may not sign the roster for other students.

Course Withdrawal

HSEM understands that schedules change and work priorities shift, so course withdrawals are allowed up to 1 week prior to the start of the course. Ideally, the course would be withdrawn well in advance to allow another student to take the course seat.

It is student's responsibility to withdraw from the course in HSEM's LMS. If the student is unable to do so, they should contact the HSEM Training Team.

No Show

HSEM training courses are in high demand. When a student is enrolled into the course, they are expected to attend the course. If a student does not attend a course and there was not an attempt made to withdraw from the course, the student's access to HSEM Training will be reviewed after three (3) "no show" occurrences.

Virtual Training

Some courses offered by HSEM will be conducted in the virtual environment. While this has many advantages, virtual learning does have additional requirements.

- Students are required to use an electronic device that has a speaker, microphone and camera, as well as internet connection capable of streaming video and audio.
- Each student must have their own electronic device; students are not permitted to share a device with another student at the same location and receive credit for attending the course. Exceptions can be made if the student contacts the HSEM Training Team within a reasonable amount of time.
- Students are encouraged to attend an acclimation sessions with HSEM prior to the start of the course to ensure full functionality and familiarity with the virtual classroom.
- Students are expected to be present for no less than 90% of the course. Attendance will be taken throughout the course to ensure participation.
- Students are expected to mute their microphones and cameras when appropriate.

Certificates

A standardized course certificate will be issued for all HSEM sponsored or supported courses. The HSEM Training Team will generate the certificates after the course is complete, the sign-in sheets and tests (when applicable) are received from the Lead Instructor, and the student has completed the Course Evaluation.

HSEM's Training Consortium Partners such as TEEX, Center for Domestic Preparedness, CTOS, etc., issue their own certificates. HSEM works closely with these training partners and students to ensure certificates are distributed to students after the course is complete.

It is important to note that it is ultimately the student's responsibility to know who issued the certificate, retain the certificate for their records, and contact the appropriate training partner for certificate requests made after the initial certificate distribution.