

## Participant Guidelines and Expectations

To successfully complete trainings, DHEC's Division of STD/HIV and Viral Hepatitis has the following expectations of all participants:

### Registration:

Participants who do not confirm their attendance prior to a training will not be allowed to participate in that training. Individuals who habitually register for trainings and do not attend, or attend and do not register, may not be allowed to register or attend future DHEC trainings. This decision will be at the discretion of the Capacity Building Coordinator, the facilitator, and members of the DHEC management team.

### Attendance:

- Prompt attendance at all sessions
- Completion of a pre- and post-course knowledge assessment and course evaluation, if applicable
- Active participation and contribution to group learning activities

Participants who cannot complete the course in its entirety will not receive continuing education units (if available) or a certificate of attendance or completion for the course. Participants and their direct supervisor will receive a letter stating that certificate is being withheld and the reason for withholding. Participants must score an 80% or higher on the post-evaluation in order to receive a certificate of completion.

### Absences:

If a participant must miss part of a class session due to illness or personal emergency, he or she must notify the facilitator and local supervisor immediately. These absences will be dealt with on a case-by-case basis. The facilitator reserves the right to make the final determination/decision if a participant can continue to participate in the training.

### Safe work practices:

Participants must follow instructions, rules, and regulations regarding safe work practices throughout the training. Lack of compliance with safe work practices jeopardizes the safety of the class and may lead to a request that the participant leave the class.

### Courteous behavior:

The field of Public Health embraces diversity. Participants and facilitators are expected to treat everyone with respect regardless of background or experience during training session. Behavior that is disruptive in nature and/or impedes the learning environment is not acceptable and may lead to a request that the participant leave the training. Examples of disruptive behavior include:

- Disrespectful behavior toward other participants or facilitators. This includes, but is not limited to, name-calling; shouting; and derogatory comments related to race, ethnicity, religious affiliation, sexual orientation, gender, age or generally acknowledged HIV risk behavior (e.g., derogatory comments directed at substance users or people engaged in other HIV risk behavior)
- Physically or verbally threatening behavior toward another participant or facilitator
- Behavior that appears to be related to substance use
- Sleeping in class
- Chronic tardiness during any part of the class

Use of cell phones during instructional time is strongly discouraged. DHEC recommends cell phones be turned off during instructional time. If cell phones must remain on, we ask that they be placed in "vibrate" or silent mode. If participants must take calls during class, we ask that they leave the room.

Participants are discouraged from bringing laptop computers or other electronic devices to the classroom unless they are necessary as an accommodation for a covered disability.