



Code of Conduct for Basic Litigation

Participants must adhere to the following:

- (a) Participants must be prepared on every assignment as soon as each session begins and will be expected to actively participate by completing all assignments in the time allotted. Participants who show up unprepared will be dismissed from the course.
- (b) Participants will be provided with an agenda at the start of the course and will be advised when and where to be before each session and must be in the classroom and seated at the time each session is scheduled to begin.
- (c) Participants must actively participate in each of the workshops by interacting and actively listening. Cell phones will not be permitted during classes or workshops. **Turn them off!** Laptops are only permitted for viewing PowerPoints and notetaking.
- (d) Participants must be appropriately dressed. Shorts, tank tops, tracksuits, etc., will not be acceptable. Final judgement for appropriate dress will be determined by PAC staff.
- (e) Participants who need to leave for any reason must contact a member of Faculty or a member of the PAC staff prior to leaving. Participants may be dismissed if more than 5% of training is missed. The final decision for dismissal will be made by a member of PAC staff.
- (f) As guests of GPSTC, participants are to show respect to their policies and procedures. Participants will be dismissed from this training if found in violation of any facility policy or procedure or disrespect towards personnel.
- (g) Participants will show respect and courtesy to all PAC staff, adjunct PAC staff, and fellow participants. Poor behavior may lead to dismissal from training.
- (h) Participants are subject to PAC's [No-Show Policy](#).

Any violation of the above requirements may result in the student being dismissed from the course at the discretion of the Director of Training and PAC senior staff.