

# iSEE Architecture & Engineering Program

## Rules of Conduct & Responsibilities

### 1. Respect

Respect for yourself, others and their property.

### 2. Professionalism

Begin the process of seeing yourself as a young professional and conducting yourself in a professional manner.

### 3. Excellence

Pursue excellence in all that you do.

### 4. Attendance

Attendance to all five Saturday seminars is mandatory in order to be guaranteed an internship position. You are responsible for attending each seminar on time and until the conclusion of the seminar.

### 5. Notification of Absence

If you must miss one seminar for an extremely important reason, such as a family, school or religious commitment, you will still be eligible for an internship position, but it will not be guaranteed. Please notify us in writing that you will be absent in advance by either email ([Guelsy.gomez@lausd.net](mailto:Guelsy.gomez@lausd.net)) or mail - 333 S. Beaudry Avenue, 23<sup>rd</sup> Floor, Los Angeles, CA 90017.

### 6. Permission Slips

If you are under 18, you will need to provide us with a permission slip signed by your legal guardian allowing you to participate in the bus trips we'll take during the seminar portion of this program. We must have this permission slip prior to you getting on the bus. Students who are 18 years old may sign the permission slips themselves. You must ride on the bus roundtrip.

### 7. Student Workbook & Studio Project

As iSEE students, you will be held responsible for the Student Workbook and for participating in a group Studio Project that will compliment your overall learning experience in the iSEE program.

### 8. T-Shirts

Wear your iSEE t-shirts during each Saturday seminar.