



Business Administration Program Expectations

Janel Manning, Instructor manningj@hartfordschools.net 802-295-8630 x2230

All Business Administration students are expected to:

- Work in an independent manner on your own or in small groups in a quiet environment.
- Work on several projects and tasks in one week.
- Stay seated for a duration of two hours each day while in the program.
- Be able to set personal expectations and work at your own pace.
- Do not use cell phones unless directed to do so.
- Take care in using all of the equipment, ie: laptops, desks, chairs, materials.
- Come into class ready for work, as if you were walking into your employer.
- Be able to present information to a group of peers and other students.
- Dress business casual on specific days designated by your instructor.
- Present a Digital Assessment Tool (DAT) at the end of your time in the program to a specific group of peers, instructors and parents.
- Be able to work quietly and efficiently on tasks at hand.
- Work collaboratively and interact positively and professionally with all students and school staff at all times.