



Faculty and Student Guidelines

Preamble – *Our Commitment*

The administration, faculty, staff, and students of the Bryan School of Business and Economics at UNCG are committed to professional and ethical behavior in all areas of their academic and professional lives. The principles and expectations established in this document and the addendums encompass many aspects of professional behavior and integrity. It is not an exhaustive list, since change is part of life both inside and outside the university.

This set of Guidelines constitutes a statement of values and expectations; concerns and issues are still best addressed by conversations between the individual faculty member and student. If further discussions are necessary, please contact the faculty member's Department Head.

Expectations of All Learning Community Members

The first sentence of the UNCG Student Code of Conduct is: "Members of the UNCG community respect fundamental principles for ensuring a campus environment conducive to peaceful and productive living and study. These principles include five values: *honesty, trust, fairness, respect, and responsibility.*" All university members (students, faculty, and staff) have a responsibility to uphold these five values, and this is true in the Bryan classroom environment and related academic activities.

Expectations of Students

Students in the Bryan School must conform to all existing principles found in UNCG's Academic Integrity Policy and the Student Code of Conduct. Further details may be found at the following sites: <http://sa.uncg.edu/handbook/academic-integrity-policy/> and <http://sa.uncg.edu/handbook/student-code-of-conduct/>.

The attached addendum lists specific expectations of students regarding the learning process and environment at the Bryan School.

Expectations of Faculty

Faculty in the Bryan School must conform to all existing UNCG codes and policies, and their teaching roles are of particular relevance to these Guidelines (see http://provost.uncg.edu/faculty/h_section4.asp for further details). The attached addendum lists specific expectations of faculty regarding the learning process and environment at the Bryan School.

Footnote 1: This document does not constitute a binding contract between students and the University.

Footnote 2: Portions of these Guidelines were modeled after the Professional Standards developed by the College of Business at Illinois State University. We thank them for their contributions!

This document can be found on-line at http://www.uncg.edu/bae/faculty_student_guidelines.pdf

Addendum: Expectations of Students

1. Class Attendance, Preparation, Participation and Conduct

Students in the Bryan School of Business and Economics are expected to

- Abide by the instructor's attendance policy with regard to absences and class starting and ending times.
- Respect their fellow classmates and the instructor; avoid side conversation during class.
- Prepare for each class.
- Participate appropriately in each class.
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted.
- Refrain from class disturbances; avoid eating and drinking in classrooms.
- Abide by the deadlines, drop dates, and final exam dates as set forth by the Academic Calendar.

2. Assignments and Exams

Students in the Bryan School of Business and Economics are expected to

- Complete all assignments and exams honestly, punctually, and to the best of my ability.
- Cite sources appropriately in accordance with the Student Code of Conduct.
- Read and abide by the UNCG Academic Integrity Policy and other University policies relating to student conduct.
- Report observed violations of the UNCG Academic Integrity Policy.
- Refrain from asking for special grade considerations, including extra credit that is not part of the syllabus.
- Refrain from giving or receiving inappropriate assistance.

3. Professional Values and Integrity

Students in the Bryan School of Business and Economics are expected to

- Conduct themselves ethically, honestly, and with integrity.
- Treat fellow students, faculty, staff, and administrators fairly and impartially.
- Make every effort to discourage discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously.
- Use the college's property, facilities, supplies, and other resources in an ethical manner.
- Be fair in their evaluation of administrators, faculty, staff, and fellow students.
- Make good use of time by engaging in appropriate activities, and if possible, participating in worthwhile organizations and activities on campus and in the broader community.

Addendum: Expectations of Faculty

1. Course Preparation and Classroom Conduct

Faculty members of the Bryan School of Business and Economics are expected to

- Remain current in their area of expertise.
- Present course material in an organized, coherent manner.
- Be on time for classes; conduct a full class.
- Avoid canceling classes unnecessarily; make efforts to obtain a substitute before canceling.
- Cover material relevant to the course.
- Maintain a professional demeanor in the classroom.
- Encourage appropriate discussion and questions from students.
- Respect the opinions and responses of student.
- Encourage feedback and, when appropriate, make changes based on it.

2. Assignments, Exams and Course Grades

Faculty members of the Bryan School of Business and Economics are expected to

- Develop meaningful assignments that contribute to student mastery of course and program competencies.
- Make expectations and criteria for assessment clear to students.
- Write exams that fairly reflect the course content and coverage.
- Use due care and thought in grading all assignments and exams.
- Provide appropriate and timely feedback for all assignments and exams. Due to the number of students in a course and the nature of the activity, the time frame for returning graded material will vary. The faculty member should inform students of the expected return date.
- Communicate clearly the factors that will go into the calculation of the final grade.
- Provide students with a reasonable opportunity to discuss assignments and grades without reprisal.
- Assign final grades with care and fairness.
- Set and enforce standards for academic integrity so students who behave with honesty are not disadvantaged.

3. Professional Values and Integrity

Faculty members of the Bryan School of Business and Economics are expected to

- Conduct themselves ethically, honestly, and with integrity.
- Treat students, fellow faculty, staff, and administrators fairly and impartially.
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously.
- Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
- Safeguard any confidential information.
- Be accessible and maintain adequate office hours.
- Keep appointments and be punctual in all professional settings.