



## Guidelines for Ethical and Professional Behavior of Students and Faculty

### Preamble – *Our Commitment*

The administration, faculty, staff, and students of the Bryan School of Business and Economics at UNCG are committed to ethical and professional behavior in all areas of their academic and professional lives. The values, 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. It is further noted that all expectations and principles discussed in this document apply to all modes of communication or course delivery.

This set of Guidelines constitutes a statement of values, principles, and expectations; concerns and issues are still best addressed by conversations between the individual faculty member and student. If further discussions are necessary, Department Heads may be contacted by either faculty or students.

#### Core Values Underpinning Guidelines

The first two sentences of the UNCG Student Code of Conduct are: “Members of the UNCG community embrace fundamental principles to ensure 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 community as well.

#### Expectations of Students

Students in the Bryan School must conform to all existing principles found in UNCG’s Student Code of Conduct and the Academic Integrity Policy. Further details may be found at the following sites:

<https://drive.google.com/file/d/0B0rFGGhJvbDHUExSZmFFaWFmb00/view> and <https://osrr.uncg.edu/academic-integrity/>. 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 (see <https://provost.uncg.edu/policies-procedures-forms/> for the current list of university policies). The attached addendum lists specific expectations of faculty regarding the learning process and environment at the Bryan School; faculty teaching roles are of particular relevance to these Guidelines.

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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!

## **Addendum: Expectations of Students**

### **1. Course-related Conduct**

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

- Review and comprehend student roles and responsibilities defined within the course syllabus.
- Abide by the instructor's attendance policy with regard to absences and class starting and ending times.
- Respect fellow classmates and the instructor at all times.
- Prepare for and participate appropriately in each class.
- Be actively engaged in the ongoing learning community in face to face or online environments.
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted.
- Refrain from class disturbances and side conversations; avoid eating and drinking in classrooms.
- Abide by the deadlines, drop dates, and final exam dates as set forth by the syllabus and the Academic Calendar.
- Be timely in asking questions and responding to communication or feedback from peers and instructors.

### **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 their 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 communicate professionally, respectfully, and courteously.
- Use the college's property, facilities, supplies, and other resources in an ethical manner.
- Be fair and fact-based 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-related Conduct**

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

- Remain current in their area of expertise.
- Develop course syllabi in accordance with School and University assurance of learning principles.
- Cover material relevant to university-approved course/program curricula.
- Present course material in an organized, coherent manner to facilitate student understanding.
- Be on time for classes; conduct a full class.
- Be accessible and maintain office hours.
- Maintain a professional demeanor in the classroom.
- Encourage appropriate discussion and questions from students.
- Respect the opinions and responses of students.
- Encourage feedback and, where 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.

### **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 communicate professionally, respectfully, and courteously.
- Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
- Safeguard any confidential information.
- Keep appointments and be punctual in all professional settings.