MBA Program Student Code of Conduct

Many private companies and public institutions have policies regarding the ethical (and legal) conduct of their employees. Along those lines, the University of Wisconsin–Eau Claire’s MBA Program has developed a set of standards or expectations for faculty teaching in the program and for students taking courses in the program.

It would be nice to think that in today's world such policies were not needed; but sadly that is not the case. There are people who do things they shouldn't. Even though we know that each year, nearly all of the students who take classes do so in an honest fashion, we have learned that there is a small percentage who don't act in a responsible fashion. This small group of 'adult' students attempt to work in a manner that takes advantage of the system, their classmates, and their instructors for personal gain.

We want all of our faculty and students to represent themselves in an honest or ethical manner—and we want to let them know of our expectations.

The UW-Eau Claire MBA Student Code of Conduct includes items that reference ethical behavior, items intended to increase awareness of processes within the MBA and items that clarify terms.

I am responsible to obtain all the materials required for the class before the class begins.

- I recognize that purchases from suppliers other than the UWEC bookstore often result in delays, wrong editions, and missing supplemental material.
- I realize that custom packages of readings are available only through the UW-Eau Claire bookstore.
- I will not ask for special allowances from the instructor because I do not have my course materials on time.

I am responsible to meet the technological requirements of the program.

- I will verify that my computer functionality, ISP capabilities, and software meet the University and Consortium requirements (the requirements are stated on the Web pages for the MBA Foundation and Consortium).
- I will take advantage of the D2L Overview provided within my course.
- I will take time to preview the course before it begins to become comfortable navigating within it.

I recognize that this is a graduate-level program and I will work accordingly.

- I will make the time commitment necessary to read materials thoughtfully.
- I will make meaningful contributions to discussions that will benefit my classmates.
- I will complete assignments and projects with thoroughness and pride in my work.

I will interact with my classmates and my instructors in a timely, professional, and responsible manner.

- I will read the course syllabus and calendar so that I am aware of deadlines.
- I understand that I must "contribute" to discussions on a regular basis rather than make all my entries just before the final deadline.
- I will avoid derogatory comments and overly critical responses.

I will turn all work in on time and recognize that there will be consequences for late submissions.
I recognize that individual instructors will determine the particular consequences for late submissions.

If I must submit an assignment late, I will notify the instructor and accept the consequences associated with the late work.

**I accept responsibility to do my own work.**

- I realize that plagiarism is the act of submitting the words or ideas of someone else as if they were my own.
- Whenever I have taken the words or ideas from an article, a Web page, or another student, I will identify that source.
- I realize that plagiarism can result in my failing the assignment or the course itself.

**I realize that many classes involve teamwork and I accept the responsibilities associated with team membership.**

- I will do my share of the work taking on a leadership role when appropriate.
- I will meet internal project deadlines as set by my team so that we can effectively meet the team deadline set by the instructor.

**I recognize the importance of course evaluations and will complete the Web survey that I will be directed to via e-mail during the final week of each class.**

**If I must withdraw from a course for any reason, I will do so through the appropriate channels.**

- I will withdraw through the registrar's office at UW-Eau Claire
- I will notify the course instructor of my intentions.
- I will notify any groups I have been assigned to within the course of my intentions.

I understand that UW-Eau Claire’s MBA Program follows the student academic disciplinary procedures as established by the UW System Board of Regents (UWS Chapter 14; http://www.legis.state.wi.us/rsb/code/uws/uws.html)