

McNair Scholars Program

University of Montevallo

McNair Program Code of Conduct

1. University of Montevallo McNair Scholars are expected to conform to the standards of conduct for the University of Montevallo students as described in the Fledgling/Student Handbook.
2. University of Montevallo McNair Scholars are expected to obey all Local, State and Federal laws.
3. Have respect for everyone involved with the program including students, guest, and staff.
4. When traveling to a conference, school visit or professional site visit, remember that you are a representative of the McNair Scholars Program as well as the University of Montevallo and you should act accordingly. Inappropriate behavior on a McNair sponsored trip will not be tolerated – including dress, language, etc.
5. Show respect to all guest speakers:
 - No inappropriate talking during presentations;
 - Do not fall asleep or look disinterested in the topic; and
 - DO NOT bring food into a presentation.
6. Make sure you dress appropriately for special events, conferences, etc. Professional attire is expected when presenting. Business casual is expected at most other McNair events.
7. Never use foul, inappropriate, or offensive language or inappropriate language in the McNair office or at any of the McNair events. Save controversial topics for the appropriate forum.
8. Have a friendly attitude toward people in the program.
9. Talk to others about the program in positive terms. If you have had a negative experience, please discuss it with a McNair staff member so it can be resolved.
10. Arrive at events on time and do not leave early. Exceptions include academic classes/obligations.
11. If you cannot attend an event that you have signed up for please contact us at least 48 hours in advance. Also, notify a staff member of your absence, not another student.
12. Never threaten or assault anyone in the program.
13. Give the McNair Staff an opportunity to settle a dispute before you feel the need to take actions in your own hands. If you have an issue with another Scholar or Faculty Mentor, please contact the Project Director or Program Coordinator. If you have an issue with a Staff Member, please contact the Project Director. If you have an issue with the Project Director, please contact the Vice President for Student Affairs..
14. Plagiarism will not be tolerated.
15. Please respect the confidentiality of the McNair Office such as anything on a staff member's desk or conversations that may be overheard. In addition, no one but Program Staff is allowed in the McNair storage closet.
16. Students conducting group projects must equally contribute to the work involved.
17. If you want to invite friends to a McNair event, please ask the McNair Staff first.
18. Respect all office equipment. Adhere to the guidelines posted at the student computers.
19. Be sure to clean up your workspace when you are finished.
20. Check your campus e-mail daily and your mailbox in the McNair office weekly.

I have **read and understand** each of the items presented in the McNair Scholars Code of Conduct. I understand it is my responsibility to know this information and adhere to all codes. I further understand it is my responsibility to ask questions about anything I do not understand. Violation of any of the above items may lead to dismissal from the program and/or a reduction in the research stipend.

Scholar Signature

Date