



Mission Statement of Stephens College of Business (SCOB)

Our mission is to provide a personalized, ethically focused liberal arts based business education that gives graduates outstanding communication, critical thinking and leadership skills and a commitment to improving organizations and society. We accomplish this mission through effective teaching informed by the production of impactful scholarship.

Objective of SCOB Code of Conduct

Our objective is to prepare students for the working world and foster individuals who are committed to improving themselves as well as society as a whole. According to [AACSB](#), student academic and professional engagement occurs when students are actively involved in their educational experiences and are able to connect these experiences in meaningful ways. Because our mission includes providing an ethically focused education based on critical thinking skills and leadership behaviors, we have designed our code of conduct to address these mission-driven aspects, as well as include the concepts embraced by AACSB.

As students of the Stephens College of Business, we expect you to adhere to these values.

SCOB Code of Conduct

GENERAL BEHAVIORS

Ethicality

You are expected to:

1. Read and understand our plagiarism policy. Unless otherwise instructed, all assignments should be completed on an individual basis.
2. Ask questions if you are unclear of possible plagiarism. Misunderstanding the code is not an excuse; if you have concerns or questions, ask your professor.
3. Refer to the [University's code of conduct policies](#) for further information.

Communication

You are expected to:

1. Check Canvas for notifications, changes and messages. Do not rely on the Canvas phone app.
2. Treat email correspondence as professional communications, whether it is with faculty, staff or a potential employer.
3. Notify your professors (preferably via email) in advance if you are going to miss a class for any reason.
4. Address faculty by the appropriate title (e.g., Dr., Professor).

Meetings and Assignments

You are expected to:

1. Use both the syllabus and Canvas as a weekly and monthly guide as to what is expected and due for class.
2. Be a responsible group member, which includes attending group meetings and fully contributing to the group's discussions, presentations and final product.
3. Submit homework and other assignments on time. Late work is not acceptable. Assignments are to be submitted in the format outlined in the course syllabus. Refer to the instructor's syllabus for additional information. Arrangements for extenuating circumstances may be made with faculty ahead of the due date, **not** after.
4. Inform faculty before the test date if you will be missing the exam. Make-up exams are given only for serious and extraordinary circumstances and for University-approved travel.
5. Plan ahead for completing and submitting assignments on time. Last-minute technical issues are not an excuse for being unable to upload an assignment.

CLASSROOM BEHAVIORS

In Person

You are expected to:

1. Arrive on time.
2. Keep cell phones turned off and put away during class and refrain from other disruptive behavior.
3. Be prepared by having completed the readings and assignments for that day.
4. Participate in all classroom activities.
5. Adhere to academic honesty and integrity.

ONLINE CLASSROOM BEHAVIORS

Before Class Begins

You are expected to:

1. Log in before the start of class and remain connected with your camera on throughout the duration of the class.
2. Dress and act professionally. This includes being a contributing participant in discussions.
3. Utilize an appropriate/professional background setting for an online lecture (e.g., no inappropriate pictures, words, etc.).

During Class

You are expected to:

1. Treat online classes like you would an in-person class (e.g., be seated and focused).
2. Turn on your webcam for the duration of the lecture, unless otherwise instructed by the professor.
3. Engage in classroom discussions and answer questions from the professor.
4. Avoid activities that impede your ability to participate in class (e.g., driving, checking cell phone, visiting other websites).
5. Email your professor if you encounter any technical issues and are unable to connect.
6. Understand that by taking tests using the Respondus Lockdown Browser, you acknowledge and agree to being recorded while taking the exam.