

# PROMOTING ETHICAL BEHAVIOR

## Student Affairs and Student Judicial Services

A special section of  
FOCUS EMU

Sept. 9, 2003

### PROMOTING ETHICAL BEHAVIOR

*"As part of the 2003-04 Student Affairs Division work plan, we established five focus areas conveniently captured in the acronym FACTS.*



*The "C" stands for Citizenship and Campus Culture and the goal is to develop a comprehensive campus-wide plan to educate students on how to be good 'campus citizens' who understand their rights and responsibilities to the community.*

*This FOCUS EMU insert is part of that plan. We hope you find the information helpful."*

**Jim Vick**  
Vice President  
Student Affairs

*"Integrity is shown in honesty, reliability and principled behavior toward others."*

**Sally McCracken**  
President  
Faculty Council

*"Citizenship is the responsibility to participate in and shape the common environment."*

**Linda Pritchard**  
Dean  
College of Arts and Sciences

*"Civility means treating all people with the courtesy and respect I would like myself, regardless of who they are."*

**Russell Larson**  
Department Head  
English Language and Literature

*The Student Conduct Code and related student disciplinary processes are intended to foster ethical development, personal accountability and civility toward others.*



*The Office of Student Judicial Services, in collaboration with several departments within the Division of Student Affairs, prepared this week's FOCUS EMU insert with the above ideals in mind.*

*We hope that faculty and staff find the information helpful as we all work together to promote civility, integrity and citizenship in students and the entire EMU community.*

**Jennifer Schrage**  
Student Judicial  
Services

## Faculty and staff enforce conduct standards

In the interest of fairness and due process, the conduct code grants every student facing a discipline charge the right to have their case heard by a hearing board made up of faculty, staff and students.

The discipline process relies on dedicated EMU community members to serve on the judicial hearing boards. These individuals participate in training and adjust their schedules to hear cases when they arise.

Faculty appointees are nominated through Faculty Coun-

*"Integrity is the courage to live up to the standards or principles one professes, even in adversity."*

**John Waltman**  
Professor  
Department of Management  
Director, COB's Merlanti Ethics Initiative

cil, staff appointees are selected by the Vice President of Student Affairs and students are selected through Student Government. SJS is looking to fill vacancies for the fall semester.

Are you or is someone you know interested in serving in this important and rewarding role on campus?

For more information, contact Student Judicial Services at 487-2157 or send an e-mail [Jennifer.Schrage@emich.edu](mailto:Jennifer.Schrage@emich.edu).



**YOUR JUDICIAL BOARDS:** Representatives of the University Judicial Board and the Judicial Appeals Board. Left to right: Shelly Wilson, African American Studies; Michael Paciorek, HPERD; Daquawna Culpepper (student); Wallace Bridges, Communication and Theatre Arts; Bernice Lindke (Chief Justice, JAB); Director of Financial Aid and Interim Director of Records and Registration; Sarah Kersey Otto, Career Planning Manager, Career Services; and Jesus Hernandez (Chief Justice, UJB), Assistant Director, Campus Life.

Other staff and faculty judicial board members not pictured: Yvonne Callaway, College of Education; William Sverdik, Computer Science; Sandra Nelson, Communication and Theatre Arts.

# Developing civility, integrity and citizenship in our students

## Eastern's expectations?

*Community. Honesty. Integrity. Diversity. Civility. Respect. Freedom of Speech. Justice. Dignity. Scholarship. Leadership. Responsibility. Citizenship.*

As set out in EMU's mission statement and the Student Conduct Code, the above represent some of this campus' core values. Does EMU make the grade when it comes to communicating and promoting these institutional values to students, faculty and staff?



In these times of WorldCom, Enron and Arthur Andersen, the larger issue of student character development is on the agenda for many colleges and universities. Creeds, Covenants and Codes of Ethics blanket many campuses and are splashed on publications and framed in residence halls and classrooms everywhere.

Should EMU create a summary of values to complement the Student Conduct Code and incorporate into campus-wide programs and related materials for students? Please send your comments and suggestions to Student Judicial Services at Jennifer.Schrage@emich.edu. For more information on character programs and campus creeds go to [www.collegevalues.org/bestprograms.cfm](http://www.collegevalues.org/bestprograms.cfm).



**GOLDEN GROUP:** At the annual Gold Medallion Awards each March, the Division of Student Affairs recognizes students, faculty and staff who display leadership and commitment to Eastern Michigan University's core values and mission.

## Reclaim your classroom and promote civility in students

By S. Rae Peoples  
with Jennifer M. Schrage

Disruptive conduct is on the rise on campuses across the nation. In fact, college instructors often experience, on a daily basis, students who are chronically late, talk to friends during class, eat or sleep in class, and engage in arguments with instructors or other students.

EMU is not immune to the rise of student disruptive conduct. Since the 2000-01 academic year, EMU has experienced a gradual increase of cases involving student disruptive conduct.

Disruptive behavior is a violation of the student conduct code and should not be tolerated. Section V.E.1. of the code defines disruption as "...[a]ctions that impair, interfere with or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class."

Student Judicial Services firmly supports faculty and their right to a safe and dignified classroom. Faculty are encouraged to address disruptive behavior and seek out support when necessary.

For a review of an on-line discussion, "Boorish Conduct in the Classroom," sponsored by the Chronicle of Higher Education, see <http://chronicle.com/colloquy/2003/08/disruptive/>

### PARDON THE INTERRUPTION

To prevent and address general disruption, consider the following strategies.

- Clarify standards for the conduct of your class. Consider adding a statement about the disruption to the course syllabus.
- Serve as a role model for the conduct you expect from the students.
- If it is believed that inappropriate behavior is occurring, consider a general word of caution to the class, rather than warning a particular student.
- If the behavior is irritating, but not disruptive, try speaking with the student after class.
- If confrontation is required, try to do so in a firm, but friendly manner. Indicate that you need to speak with the student after class. Avoid public arguments and harsh language.
- If the disruptive conduct persists, direct the student to either stop the behavior or leave the classroom for the rest of that class period. Inform the student you will call the Department of Public Safety (DPS) if necessary.
- For serious disruptive behavior, adjourn the class and call DPS. Do not use force or threats EXCEPT in immediate self-defense. Prepare a list of witnesses to present to DPS.
- For disruptions that don't reach an extreme level, contact the Student Judicial Services for a consult.
- Advise students that disruptive behavior in violation of the conduct code may result in a referral to Student Judicial Services. In such cases, an investigation and formal discipline record will likely result.



Severe or repeated disruptive behavior may warrant a different course of action, depending on the nature of the behavior.

BEHAVIOR	PROCEDURAL CONSULTATION AND RESOURCES	
<b>Intentional</b> ■ Defiant ■ Disrespectful ■ Aggressive	■ Student Judicial Services ■ Dean of Students	7-2157 7-3118
<b>Unintentional</b> ■ Incoherent statements ■ Outbursts ■ Personal hygiene ■ Suicidal threats	■ Counseling Services ■ Access Services (suspected disability) ■ Dean of Students	7-1119 7-2470 7-3118

If the safety of the student or others is of immediate concern, contact EMU's Department of Public Safety at (734) 487-1222.

When planning to meet with a student and fearful about the interaction, some options are to:

- Inform colleagues about the meeting.
- Leave the door open.
- Meet in a more public area such as a conference room, and/or
- Bring a colleague into the meeting.

# EMU promotes positive conflict resolution

As the data in the chart (see right) indicates, Eastern Michigan University is facing a similar increase in aggressive behavior experienced by many institutions across the country.

In response to this unsettling issue, two important campus programs are in the works, which promote anger management and peaceful conflict resolution.

■ **Student Mediation Training.** This program is sponsored by Student Judicial Services in collaboration with the Dean of Students Office. Dr. Bernie O'Connor (Assistant Dean, College of Arts and Sciences) has agreed to volunteer his time to lead a mediation training for students.

The 40-hour training will be conducted on campus in partnership

## EMU Student Conduct Code Violations:

### Type of Violation

Disruptive Conduct  
Harassment  
Physical Abuse/Endangerment

### Number of Disciplinary Actions

2000-01	2001-02	2002-03
6	15	42
7	3	31
20	14	64



with the Dispute Resolution Center of Washtenaw County. Students from all over campus are invited to apply.

The objective for the training is to influence the culture of the student community by exposing student leaders from all facets of campus to the merits of alternative dispute resolution.

The training is scheduled for two weekends: Oct. 31-Nov. 2 and Nov. 7-

9. Please nominate a student to participate (20 seats are available) by contacting Student Judicial Services.

Nominations are due September 22.

■ **Anger Management Seminar.** This program, facilitated by the Snow Health Education department, is specific to students who have violated the EMU student conduct code and have been sanctioned by their respec-

tive referral sources. The program, called Promoting Healthy Alternatives to Violence at Eastern (PHAVE) uses an educational component to promote awareness.

The program is designed to address students' underlying issues of anger that lead them to violent behaviors. The emphasis is on promoting strategies to facilitate change in behavior.

## Handling academic integrity issues vital to classroom

### TIPS FOR FACULTY

#### DEFINE.

■ Educate yourself about your department's policies and EMU's definition of and policy on academic dishonesty (see <http://dsa.emich.edu/sjs/acddishon.html>).

■ Talk about the importance of academic integrity during the first week of class. Discuss the definition of plagiarism and cheating. See <http://dsa.emich.edu/sjs/facultyinfo.htm> for information and links to articles on the topic of academic dishonesty.

■ Make a statement in your syllabus defining and prohibiting any form of academic dishonesty and inform students of the penalty for violations. For example: "Any form of academic dishonesty may result in an 'E' in the course and referral to Student Judicial Services for disciplinary action."

#### CONFRONT.

■ When faced with an incident of suspected academic dishonesty, contact SJS and/or your department for a consultation. Next, document your observations, gather witness statements and confront the student about the allegation as soon as possible and in a private setting.

■ If the student's response substantiates your suspicions, explain to the student what will happen (e.g. you will formally refer the case to SJS and make a grade determination following the findings of the SJS investigation).

#### REFER.

■ It is important to report cases to SJS immediately following the incident. This creates a record of events should the student pursue a grade grievance or commit another infraction in the future and protects the instructor from allegations of retaliation down the road.

■ Even if the student acknowledges the conduct and you reach an agreement with the student regarding the academic penalty, be sure to provide at least an informal referral to SJS regarding the case.

The University Library is currently exploring the purchase of plagiarism detection software for faculty use. For more information, contact University Librarian Rachel Cheng at (734) 487-0020, extension 2202.

To obtain more information and to receive the Student Judicial Services' faculty guide, "Promoting Academic Integrity," call 487-2157 or e-mail [Jennifer.Schrage@emich.edu](mailto:Jennifer.Schrage@emich.edu).

### CHEAT SHEET

#### National Figures (Academic Dishonesty)

- 75 percent of college students admit to cheating.
- 41 percent of college students admit to some form of cheating on the Internet,
- One-third of faculty admit reluctance to take action against cheaters.
- Cheating in college increased from 11 percent in 1963 to 49 percent in 1993.



#### EMU Figures (Academic Dishonesty)

- 45 percent of EMU students indicate that they know a friend who committed academic dishonesty.
- 10 percent of EMU students admit to some form of cheating using the Internet.
- The number of academic dishonesty violations at EMU doubled between 2001-02 and 2002-03.

Data compiled by the Center for Academic Integrity, see <http://www.academicintegrity.org/cai-research.asp>. See also "Students' Perceptions of Ethics Using the Internet," a study by Ronald F. Fulkert and Konnie Kustron, EMU and 2002 survey by EMU Student Judicial Services.

## Set standards for off-campus programs and activities

Behavior incidents may become more complicated when they occur at an EMU-sponsored program off-campus (i.e. Study Abroad). Departments can effectively address such concerns when the process for handling discipline is clearly defined.

### Tips for setting the tone

- Pre-screen applicants for prior misconduct.
- Use the student conduct code as a guide to prepare and distribute a code of conduct specific to your program's needs. For examples, see page 7 of the EMU Academic Programs Abroad handbook located online at [www.emich.edu/abroad/hndbk.pdf](http://www.emich.edu/abroad/hndbk.pdf) and/or Campus Life's off-campus program and excursion materials.
- Hold an orientation session for participants and outline behavior expectations, including the program's code of conduct. Explain how the program's code may differ from the student code of conduct. Consider including SJS in the presentation.
- Advise students that serious misconduct may result in the student being sent home at their own expense.
- Obtain a written acknowledgment from the student affirming receipt of the above information.

**NOTE:** Your program's discipline process should call for:

- 1) immediate communication with EMU,
  - 2) evidence gathering, and
  - 3) a provision outlining case adjudication (informal disposition, on-site hearing and/or adjudication upon return to campus).
- Contact Student Judicial Services for guidance on creating a discipline process for your off-campus program.

## Faculty, staff asked to take a strong stand against hazing

By Jennifer M. Schrage

Recent incidents reported in the national news confirm that hazing remains an issue on many campuses and that it cannot be ignored.

Faculty and staff have both a legal and ethical obligation to report hazing.

physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants ... [or] any action or situation which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any



Banks

*"I challenge EMU faculty and staff to no longer tolerate hazing in any segment of the community. If we confront and report hazing behaviors, we can protect from harm our students, many important teams and organizations, and the University."*

**Nicole P. Banks**

Associate Dean of Students,  
Division of Student Affairs

The code defines hazing as:  
"Any action or activity committed by either active members, associate members or pledges of an organization which inflicts or intends to cause

student organization."

If you suspect hazing or if you would like Student Judicial Services to present on the issue to an organization, contact SJS.

## Student employees expected to act professionally in University workplace

### EXERCISE EXTREME CAUTION

#### How to Prevent Student Sexual Harassment in the Workplace

- Establish a no-nonsense environment for students; emphasize professionalism in the workplace.
  - Conduct a training session for student employees. Contact EMU Human Resources for training materials on the issue of sexual harassment.
  - Clearly define sexual harassment for student employees. See student conduct section V, page 2, which defines Sexual Harassment as "...conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment."
  - Discuss how to file a complaint. Clarify channels for reporting inappropriate conduct. Explain that cases involving students as harassers will be referred to Student Judicial Services. See EMU's policy on sexual harassment at <http://www.emich.edu/public/hr/harass.htm>
  - Explain consequences for misconduct, including immediate referral to Student Judicial Services for investigation.
- Be alert and contact Student Judicial Services at the first sign of potential trouble.



By Barbara J. Jones  
Manager of Corporate Relations  
Career Services

Today's job market relies heavily on change. Students who learn basic business principles and polish their employment skills will find the job market easier to enter upon graduation.

Strong organizational skills, analytical thinking, communication proficiency, ability to work with minimal supervision, time management and the ability to meet deadlines are the benchmarks employers seek.

By setting standards in the work environment, you can help students develop these important characteristics.

Consider the following items when establish-

ing office guidelines:

- Understanding the goal is critical to actually achieving it.
- Training is the foundation of understanding.
- Establishing a deadline (and holding to it) defines how you spend your time.
- Challenging people to do more than is expected is the norm.
- Holding students accountable for their actions and decisions leads to efficiency and progress.

For a Career Services student employment handbook, call 487-0400. Career Services also is available for classroom presentations.

The Division of Student Affairs Constituent Services Committee offers an additional handbook. For more information, call 487-1107.



**LEADERSHAPE PANEL:** A panel of faculty and staff at EMU LEADERSHAPE discuss with students the importance of integrity in leadership. Leadershape is an annual program designed to challenge student leaders to increase their commitment to core ethical values and to lead with integrity. Pictured (from left) Nicole P. Banks, Associate Dean of Students; Allison Treppa, Michigan Campus Compact; Peggy Harless, Coordinator, Vision and Community Service; Martha W. Tack, Senior Executive for Presidential Initiatives; and Edward Sidlow, professor of political science.

The Division of Student Affairs offers an array of programs for the University community that focus on citizenship, civility, integrity and professionalism. Contact the following departments for more information.

- Career Services**  
311 King Hall - Ypsilanti, MI 48197 - (734) 487-0400  
<http://career.adminsrv.emich.edu/>
- University Housing**  
Lower Level Dining Commons One - (734) 487-1300
- McKenny Union and Campus Life**  
11 McKenny Union - (734) 487-3045  
<http://dsa.emich.edu/mckenny/>
- University Health Services**  
Snow Health Center - (734) 487-1107  
<http://dsa.emich.edu/uhs/>
- Dean of Students Office**  
212 King Hall - (734) 487-3118  
<http://www.emich.edu/deanstudents/>