

**Ethos Statement
Eastern Michigan University
College of Business**

The College of Business students, faculty and staff comprise a professional, interdependent community committed to perfecting responsible, ethical business professionals to serve business and the wider world. Through a positive learning experience mirroring the business world's best aspects, the community respects the group's common mission and the individuals comprising it. Community members foster the COB ethos through behavior growing from six interrelated values:

1) Integrity

Integrity is practicing in all areas of life what we profess to believe. It is commitment to professional standards in the whole person.

2) Honesty

Honesty requires respect for the truth; it means being truthful, sincere, and straightforward.

3) Trustworthiness

Growing out of integrity and honesty, trustworthiness is the confidence others have that we mean what we say; we can be counted on.

4) Respect

Respect is deference or esteem for what we value. We recognize others' worth as ends, not means. Respect is key to our other values.

5) Learning

We value learning as an end in itself and as a practical tool for success in lifelong professional growth. We gain up-to-date, practical and theoretical knowledge through effective, often participative learning and research.

6) The Work Ethic

We practice self reliance and responsibility to our business profession and community. We are industrious and often self supporting.

COB Professional Expectations Eastern Michigan University

Members of the COB Professional Community:

Engage, operate, act and work at all times out of the core values of integrity, honesty, trustworthiness, respect, learning and the work ethic.

Maintain and utilize appropriate business standards in all COB activities, responsibilities, assignments and engagements including class.

Take initiative and show personal responsibility for professional obligations. This encompasses working to understand assignments and materials, asking pertinent questions, completing requirements, following directions, being organized and managing time, as well as researching and utilizing resources.

Complete all assignments, tasks and responsibilities in a timely and professional manner.

Demonstrate full preparation, reliability, attendance, listening, attentiveness, meeting etiquette, engagement and punctuality in all meetings such as class.

Seek advice, feedback, accept constructive criticism and improve and develop.

Maintain high standards of excellence and leadership in performance of all expectations, requirements, responsibilities and assignments.

Engage with others out of respect and regard for their value and diversity.

Communicate using professional etiquette, standards and appropriate language.

Facilitate the productivity, teamwork, development, improvement and learning of fellow members by group work that is positive, interactive, respectful, responsible and in compliance with assignment expectations.

Submit work that is original, generated for the current assignment, utilize appropriate citations and references.

Demonstrate honesty and a high level of learning on all assignments including exams.

Demonstrate respect and regard for the person and property (physical and intellectual) of others including the University.

Enhance and promote the COB community, its goodwill and its professional standards.

Contribute to the wider community by modeling professionalism and sharing talents and time through active engagement in appropriate activities and, where possible, participating in COB organizations, volunteer projects and other campus activities, taking on leadership roles where needed.

Comply with the law and University codes and standards including the EMU Student Conduct Code.

Professional Expectations Examples for Students

The College of Business' Professional Expectations statement reinforces and builds on the Eastern Michigan University Student Conduct Code (<http://www.emich.edu/sjs/conductcode.html>) that seeks to "foster ethical development, personal accountability and civility toward others." The following material details the ways that students demonstrate the COB Professional Expectations statement (although the material is by way of example and not limitation).

In following the COB Professional Expectations, students:

Demonstrate full preparation, reliability, attendance, listening, attentiveness, meeting etiquette, engagement and punctuality in all meetings such as class.

- Attend all class sessions (arriving on time and remaining until class is dismissed)
- Prepare fully for each class including completing reading assignments and accessing online supplements
- Participate in and contribute to the class as appropriate (without dominating the discussion)
- Attentively focus on the class while minimizing distractions (including side conversations, doing work for another class, cell phone usage, and text messaging).

Engage with others out of respect and regard for their value and diversity.

- Respect classmates and the instructor.
- Respect and understand the value inherent in the myriad forms of diversity arising in the community's individuals in terms of race, religion, age, gender, ethnicity, citizenship status, physical challenges, opinion and ideas and insisting on the same respect from others.
- Recognize the value of an open communication climate and respect the rights of all members of the community to exchange ideas freely within reasonable bounds.
- Encourage a range of ideas and enter discussions with an open mind.

- Explore differences of opinion openly and civilly by focusing on the issues raised rather than the discussants.

Communicate using professional etiquette, standards and appropriate language.

- Communicate politely and respectfully with other members of the community including through emails and telephone calls.
- Respond in a timely manner to email messages from other members of the college community.
- Respect confidentiality including with emails or conversations.

Demonstrate honesty and a high level of learning on all assignments including exams.

- Prepare individual assignments honestly without seeking unfair advantage from others (including through technology.)
- Encourage ethical behavior in others and adhere to the standards in the COB Professional Expectations statement including not tolerating dishonesty in others.

Take initiative and show personal responsibility for professional obligations. This encompasses working to understand assignments and materials, asking pertinent questions, completing requirements, following directions, being organized and managing time, as well as researching and utilizing resources.

- Take responsibility for understanding assignments and work materials, including pro actively confirming ambiguities in assignments.
- Complete all assignments on time (or accept consequences.)
- Complete all assignments and exams honestly and professionally.
- Seek excellence in work products (tests, assignments, papers and presentations.)
- Prepare research products that reflect a personal knowledge of the material in their own words with minimal use of long quotations (cutting and pasting.)
- Cite sources appropriately (as assigned.)

- Apply relevant learning from past courses (for example, practicing good composition skills in all courses.)

Facilitate the productivity, teamwork, development, improvement and learning of fellow members by group work that is positive, interactive, respectful, and responsible and in compliance with assignment expectations.

- Are reliable in group assignments by participating carefully, fully and fairly and encouraging the same in others.
- Provide impartial, constructive and candid assessment of self and other community members in group projects.

Enhance and promote the COB community, its goodwill and its professional standards.

- Recognize that one's performance and conduct in all situations can reflect on the COB community.
- Comply with all legal and ethical obligations.

Contribute to the wider community by modeling professionalism and sharing talents and time through active engagement in appropriate activities and, where possible, participating in COB organizations, volunteer projects and other campus activities, taking on leadership roles where needed.

- Conduct oneself ethically, honestly and with integrity in all situations.
- Foster a discrimination- and harassment-free climate (including discouragement of inappropriate humor designed to denigrate individuals or groups.)
- Develop cooperative relationships with other COB professionals including other students, faculty and staff.
- Be fair and impartial when giving feedback on the performance of other community members.
- Be constructive and diplomatic when addressing problems faced by the community.