W. P. Carey School of Business
Professionalism Policy

W. P. Carey School of Business is committed to promoting the highest levels of honesty, integrity, and professionalism so as not to impede the personal, academic, and social development of all students. Professionalism, broadly speaking, includes ethical decision making, consideration of others, and demonstration of personal accountability. Exhibiting professional behavior is integral to a positive learning environment within the University and promotes innovation, openness to diversity, integrity, and mutual respect for students, faculty, and staff.

The behaviors that are practiced today will become habits in the future. To that end, W. P. Carey students are expected to treat others as they wish to be treated. Students will be considerate of classmates, professors, staff and recruiters in all aspects and commit to acting in a professional manner in all school settings, including classes, sponsored events, and interviews. Students should be cognizant of the fact that they are representing the W. P. Carey School of Business and Arizona State University.

Communication
All communication, whether oral or written, should be in a professional tone and format. In your courses your instructor should set forth procedures for communication including posted office hours, making appointments, and providing contact information.

Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:
- Communicate clearly, promptly and in a respectful manner with students, staff, colleagues, instructors, and the public.
- Participate in verbal and written interactions in an equitable and respectful manner.
- Maintain professionalism in interpersonal relationships, manner, appearance, hygiene and communication (including electronic communication).
- Accept feedback and make good faith attempts to improve performance based on feedback.

Examples of behaviors that may not meet this standard:
- Consistently interrupt, show disrespect toward, ignore or belittle people.
- Use or display inappropriate language (profanities, obscenities, hate speech) with students, faculty, staff, and/or other professionals.
- Consistently make disruptive, rude, argumentative, confrontational or intimidating comments in a classroom or professional setting.

Classroom
The classroom (in-person or online) should be an environment that fosters learning and sharing ideas. This type of environment works best when students arrive to class on time, prepared, and with an open mind. It is
vital to the learning process that each student demonstrates respect for the instructor, classmates, and course content.

**Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:**

- Address, with the appropriate faculty member or administrator, any instance in which there is a suspicion or knowledge of an academic integrity violation or professional misconduct by a student or faculty member.
- Unless it is appropriate for the class activity, silence all electronic devices when you enter the classroom.
- Respect your professors, teaching assistants, and peers by refraining from disruptive behavior such as engaging in non-classroom related activities during class time.

**Examples of behaviors that may not meet this standard:**

- Fail to complete or follow through on projects and/or commitments on time and by deadlines.
- Fail to honor commitments to attend events, which includes arriving on time and dressing appropriately.
- Consistently disparage professional development activities or academic learning.

**Co-curricular**

Co-curricular conduct - behavior beyond the classroom - including appearance, behavior, and online presence has far reaching effects. Faculty, employers, recruiters, and future professional peers may form positive or negative perceptions based on what they see or hear. W. P. Carey students should conduct themselves as professionals with integrity in the classroom, in the workplace, and in associated activities.

**Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:**

- Act as a responsible group member: attend meetings and contribute equitably to discussions, workload, and presentations.
- Demonstrate respect and care for University property.
- Honor appointments with faculty, staff, advisors, recruiters, and employers.
- Understand that employers may search social media sites when making hiring decisions.

**Examples of behaviors that may not meet this standard:**

- Violation of School, University, or workplace policies, or the law.
- Dress in attire that could be considered inappropriate for the event, classroom, or workplace.
- Misuse electronic media, using threatening or self-destructive behaviors.

**Technology**

Use of personal or public desktops, tablets, laptops, cell phones and other electronic devices while engaging in University business should be conducted in a respectful and professional manner.
Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:

- Be mindful of using technology in academic and non-academic settings (meetings, internships, at the workplace, and/or University sponsored events).
- Respect public workstations during use. Ensure space is clean and operable for future use and report faulty equipment to appropriate staff.

Examples of behaviors that may not meet this standard:

- Use of devices that are distracting, and/or impede safe movement of others through classroom and non-classroom spaces (use of cords, wall plugs, etc.).
- Inappropriate use of University equipment for personal use or gain.

Student Resources

- [ABOR Student Code of Conduct](#)
- [Arizona State University Academic Integrity Policy](#)
- [Undergraduate Support Resources](#)
- [Undergraduate Honor Code](#)
- [Graduate Support Resources](#)
- [Graduate Honor Code](#)