

SUNY-Oswego School of Business

Standards of Professional Behavior and Ethical Conduct

Our Commitment

The administration, staff, faculty, and students of the School of Business at State University of New York at Oswego are committed to standards of professional behavior and academic integrity. As a community, we strive to embody the characteristics of responsibility, honesty, respect and fairness in our professional conduct.

Expectations of Administrators, Staff, Students, and Faculty

- Engage in professional behavior:
- Be accessible, keep appointments, be prepared, and be on time in all professional settings
- Safeguard any confidential information
- Conduct oneself ethically, honestly, and with integrity in all situations
- Make every effort to prevent discrimination and harassment
- Use professional language and behavior
- Treat others with respect and courtesy
- Preserve our facilities for future generations by maintaining a safe, clean, and professional learning environment
- Be sensitive to multicultural issues
- Avoid making racially and sexually inappropriate remarks

Expectations of Students

- Attend class, arrive on time and remain until class is dismissed
- Notify the instructor in advance of anticipated absences, late arrivals or early departures
- Refrain from using laptops for non-class purposes
- Prepare fully for each class
- Participate in class, and respect fellow classmates and the class instructor
- Maintain academic integrity by completing all assignments and exams in an honest manner, refraining from providing inappropriate assistance to other students, and refraining from receiving inappropriate assistance from other students.
- Maintain intellectual integrity by citing sources appropriately
- Be fair in the evaluation of administrators, faculty, staff, and peers

Expectations of Administrators

- Set and clarify goals and objectives with the faculty and staff
- Encourage free inquiry, mutual respect and recognition of achievement in the School of Business community
- Make all administration policies, rules, regulations, and guidelines open and available for all faculty, students, and staff
- Maintain accessibility to students, faculty, staff, and the public by communicating promptly via email and telephone
- Exercise fair and objective evaluation in all promotional and disciplinary decisions for all faculty, students, and staff

Expectations of Faculty

- Maintain a professional demeanor in the classroom
- Respect the opinions and responses of students, encourage feedback, and, when appropriate, make changes based on it
- Make expectations and criteria for assessment clear to students
- Provide adequate and timely feedback to students
- Set and enforce standards for academic integrity in the classroom
- Exercise academic integrity in the pursuit of scholarly research
- Be fair in the evaluation of administrators, other faculty, staff, and students
- Maintain accessibility to students, faculty, staff, and the public by communicating promptly via email and telephone
- Notify students, administration, and staff in advance of anticipated absences, late arrivals or early departures

Expectations of Professional Staff

- Maintain a professional demeanor in all interactions with administrators, faculty, students, other staff members, and the public
- Maintain records and safeguard all confidential information
- Provide accurate and timely feedback concerning questions from administrators, faculty, students, other staff members, and the public
- Notify administration and staff in advance of anticipated absences, late arrivals or early departures