

Full-time MBA Program

Code of Conduct

The Professional Code of Conduct is designed to reinforce our core values of Integrity, Innovation and Impact and create expectations related to professionalism and respect for others, both inside and outside the classroom. Members of the Tippie MBA Program are expected to behave in ways that promote individual, academic and professional development and contribute to a positive Tippie community. Additionally, student behavior reflects upon the brand and reputation of our Program and University.

Professional behavior is expected and required at all times, but particularly in the following settings:

- All locations on campus
- Off-campus locations where companies are hosting sponsored events
- Off-campus events that are sanctioned by the Program (e.g. GLO, study abroad, company presentations, receptions, and visits)
- Any team-related activities
- MBA-sponsored and/or company-sponsored receptions and events
- Club and Academy events
- While visiting a company during an interview, a recruiting event, an Academy visit, a consulting project, or a GLO
- During an internship

Events that are *clearly* identified as *purely social* in nature are not covered under this agreement. Those would include private social gatherings.

Professionalism Expectations

Attendance and Promptness

- Arrival to campus must be before the first day of classes. Do not plan your departure from campus until your classes and finals have ended. Book tickets or travel keeping these dates in mind. Since classes are only eight weeks long, missing even one means you miss a lot.
- Attend all classes and the interviews, presentations, and events that you have committed to. Always RSVP to any event you are invited; doing so is professional and shows others that you value their time and your own. If you RSVP that you will attend, your presence is expected. Program and student organization event organizers depend upon RSVPs to plan for the event and order food. If other events unfold and you must cancel your plans to attend, try to inform the host of your change as soon as possible – generally a week before the event.
- Be on time to classes, meetings, presentations, and company info sessions.
- If you must be late or absent due to an emergency, illness (personal or family), interview, or other circumstance, the expectation is that you will inform the instructor or organizer in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advance notice is not possible, contact the instructor or organizer as soon as possible afterwards to brief him/her on the reason for your absence/tardiness.

- Do not leave during a class session, presentation or company info session unless you have discussed the need to leave with the professor or organizer in advance or an urgent personal matter arises (such as sudden illness).

Prepared and Respectful

- Contribute, participate, and engage in the classroom learning experience. The dialogue generated from your peers is an essential part of the classroom experience and enriches the conversation and learning.
- During events with company representatives and alumni, be prepared for impromptu conversations. Being prepared also involves dressing appropriately, being on time, researching, practicing, and asking good questions. Computers must be closed for all speakers and guest presentations.
- Turn phones off during class, presentations, info sessions, etc.
- The use of computers and personal electronic devices is at the discretion of your course instructor. Please refrain from using your computer for anything other than note taking or class-related activities and do not surf the web or check email during class time.
- Do not disturb classmates or presenters with excessive noise or talking.
- Do not eat noisy or odiferous foods during class or a presentation unless a lunch and learn.
- Abide by all dress code requirements, including for in-class speakers, events like the Elevate Forum, company presentations, alumni events, etc.
- Respect your classmates and their opinions. Both inside and out of the classroom, refrain from using degrading or offensive language. Language that is deemed or perceived racist, sexist, violent or threatening will be immediately reported and may lead to disciplinary consequences.

A Responsible Steward of Resources

Please respect and responsibly use individual, school and community facilities and resources.

- Students are expected to help maintain the appearance of the classrooms, Exchange, kitchen, 3rd floor study spaces and other University facilities. After use, please discard any trash and pick up after yourself.
- Remember that the 3rd floor study spaces are next door to University staff offices and keep your conversation levels in the hallway low. Do not use their employer lounge and please make sure to reserve rooms from the MBA Program front desk prior to use.
- Respect university-owned computers, fax machines, printers, and other equipment.

Career Services Events

Your interactions with recruiters reflect on your classmates, future students, and alumni. Act as you would like others to act.

- Missing an interview is a serious offense and will be handled accordingly. ***Your use of Career Services can be terminated.*** The Director of Career Services will review all offenses and determine appropriate action. In any case, be prepared to apologize (either in writing or orally or both) to the recruiter, Career Services, and your peers.
- ***Stand behind your decision. Accepting an offer constitutes a contract. You are obligated to stop your job search, inform CS, and reject all future interview requests and job offers.***

Understandably, life events may make it impossible to abide by an acceptance. Beyond situations that you cannot control (e.g., serious health problems for you or a family member), it is always inappropriate and unprofessional to renege on an acceptance. Reneging on an offer affects your professional image as well as the image of your classmates and the Tippie program. **Your decision is final; make sure you will be able to stand by it.**

- Report your employment status whenever asked by CS or Academy Directors. **All employment data is kept confidential and used only in the aggregate.** Reporting your job search status is vital and expected as the information improves the quality of the information recruiters receive, which can lead to better offers overall. Additionally, in the aggregate, the data is used by *Business Week*, *US News and World Report*, and other publications to report business school rankings. Ultimately, reporting your employment status allows CS to more effectively meet student needs and has a positive effect on school rankings.

Internships

Students are expected to conduct themselves professionally during the entire term of their company internship. Professional conduct includes, but is not limited to, the following:

- Compliance with company policies and procedures
- Interacting with all company personnel in a polite, tactful, and respectful manner
- Treating company property with respect and in accordance with company policies
- Keeping the student's supervisor apprised of his or her work progress, anticipated absences, issues or concerns that may arise, and emergencies

Failure to comply with these expectations of professional conduct can result in the student's loss of use of CS services.

Graduate Assistantships

Some students are awarded Graduate Assistantships during the two-year program. These assistantships represent obligations on the part of the student to perform work in exchange for pay and/or partial tuition reimbursement. It is imperative that students who are awarded assistantships fulfill their obligations in a professional and timely manner.

Enforcement / Sanctions

The Professional Code of Conduct does not supersede any of the institutional policies of the University of Iowa, including the [Code of Student Life](#), the College of Business or laws of the State of Iowa. It is the individual student's responsibility to familiarize themselves with these documents and policies.

Students may be disciplined for professional misconduct, which is defined as any activity which undermines the integrity and reputation of the Program. Sanctions will be determined by the Assistant Dean of the Full-time MBA Program and could result in the non-admittance to certain program events, restricted access to Career Services or MBA Focus, potential loss of financial aid, etc. Appeals are handled by the Associate Dean and must be requested within one week of sanctions. Academic integrity issues are covered by the Honor Code and enforcement handled by the Judicial Board. This code of

conduct applies to all students from the date of admission through graduation and includes exchange students.

Values

The values that define the Tippie College of Business permeate all that we do and all that we are. They remain unchanged in a changing world.

- *Unfailing work ethic*
- *Honesty, integrity, and transparency*
- *Engagement with our community*
- *Commitment to high standards and excellence*
- *Desire to make a difference*

I, the undersigned, pledge to keep these commitments:

Name (Please Print): _____

Signature: _____

Date: _____