

Students with Disabilities:

Students who believe that they may need accommodations in this class are encouraged to contact Disability Support Services at (970) 351-2289 as soon as possible to ensure that accommodations are implemented in a timely fashion.

Classroom Technology Guidelines:

All students must review and comply with the current MCB classroom technology guidelines at <http://mcb.unco.edu/pdf/Classroom-Technology-Guidelines.pdf>

Assessment Statement:

The Monfort College of Business may collect data in this course that will be used to assess student progress toward our program learning goals and objectives. Individual student performance information will be kept confidential; however, this data may be disseminated in an aggregate form to professional groups and through research publications. If you do not wish your performance in this class to be included in research about overall student performance (beyond the accreditation process), please inform your instructor in writing of this intent.

Food and Beverage Guideline:

Food is not allowed in classrooms. Only drinks in a container with a screw top lid are allowed.

Computer Utilization:

Students are encouraged to use the College's computing facilities to complete their assignments. The student computer labs in Kepner Hall provide support for word processors, spreadsheets, databases, writing-style checkers, and presentation graphics. Internet and e-mail access are available in the labs.

Library Utilization:

Students are encouraged to use the Michener Library collections and online subscription information resources to supplement readings and to complete assignments. Library databases are available at <http://libguides.unco.edu/business> . The business reference librarian, Nicole Webber, holds regular office hours. Find her contact information at http://www.unco.edu/library/about_us/directory/webber-nicole.aspx .

Global Dimension Coverage:

As appropriate, students are encouraged to consider the global dimension as they complete their outside readings and assignments.

Ethical Dimension Coverage:

As appropriate, students are encouraged to consider the ethical dimension as they complete their outside readings and assignments.

MCB Statement:

Kenneth W. Monfort College of Business students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records and documents, and similar acts or the attempt to engage in such acts are grounds for disciplinary action. This action can include the following in addition to any University disciplinary action:

1. A failing grade for a particular assignment.
2. A failing grade for a particular course.
3. Suspension from the Monfort College of Business.
4. Expulsion from the Monfort College of Business.

Students are expected to complete all prerequisites for a business class prior to the first day of class. Students may not concurrently enroll in a class and its prerequisite(s) unless it is expressly stated in the Bulletin that the class may be taken concurrently. The director of the program offering the class must approve any exception to this policy.

Students must submit original works for assignments required in this class. A student who submits a work that was previously submitted to another class without prior approval from the instructor is in violation of this policy. A student who violates this policy may receive a failing grade for the assignment, a failing grade for the class, and face termination of his/her business degree program

Additionally, the Dean of Students Office may be notified in writing of all violations of academic honesty in this class.

Monfort College of Business Student Code of Professional Conduct:

Monfort College of Business students represent the professional and academic interests of the entire MCB & UNC communities. Accordingly, MCB expects all students to behave in a professional manner and adhere to high ethical standards in every business class and in every activity connected with the Monfort College of Business. This professional behavior is required not only in the classroom but also in all MCB related interactions such as e-mails, conferences and use of technology.

MCB students should exhibit respectful behavior in classes. This behavior includes arriving on time to class, staying in class until the lecture ends, having the discipline to stay engaged in class, turning-off or silencing cell phones and pagers while in class, refraining from text-messaging, and avoiding coming to class wearing clothing that is unduly provocative or has written messages that are rude, insensitive or obscene. MCB students should engage in respectful behavior in all activities where they act directly or indirectly as a representative of the MCB. Respectful behavior creates a more desirable, civilized, and productive learning environment, and it models behavior that is both productive and pleasant when students transition from the classroom to the workplace.

MCB students should master and apply the fundamental skill of preparing and sending class or university related e-mails that are properly written, show professionalism and communicate a clear message. E-mails containing profanity, spelling mistakes, punctuation errors, or poor composition evidence sloppiness and show disrespect to the recipient. MCB students should use proper forms of address when communicating orally or in writing with faculty or staff (i.e., Dr. Smith, Professor Jones, Ms. Abbot, etc.). If a student does not know how to address a faculty member, he or she should ask.

This code of professional conduct complements, but does not replace, the Honor Code of the Monfort College of Business or the Honor Code of the University.