



Professional Integrity Violation Process 2016-2017 Smeal MBA Program

Professional Integrity Philosophy

"The final forming of a person's character lies in their own hands." ~Anne Frank

Our goal is to represent our Penn State Values and ensure all Penn State Smeal MBA students work and study in an environment that maximizes the potential for personal and career growth. We aspire to exhibit the finest example of MBA professionalism and Values both in and out of the classroom. As an outward sign of our integrity and a natural extension of the Honor Code, professionalism is a pillar of the MBA Community, and it sets us apart among business schools.

Tenets of Success

- We must be clear about our Values and expectations, and we must set an aspirational tone for professionalism – to be perceived as standing apart for Excellence.
- Self-regulation toward integrity and character must occur within the Community. However, within a close community, with those who think of one another as “family,” it can be difficult to self-regulate.
- Neither a student body nor an administration nor faculty alone can create culture. It must be a collaborative effort among the entire community.

Students' Roles

- We aspire to demonstrate high levels of professionalism in behavior and conduct, in accordance with the Code of Conduct, our Values, and the perception of professional integrity by those within and outside the community.
- We will help create an atmosphere and opportunities supporting professional integrity.
- We will help hold one another accountable within the community.

Program's Roles

- We aspire to demonstrate high levels of professionalism in behavior and conduct, in accordance with the Code of Conduct, our Values, and the perception of professional integrity by those within and outside the community.
- We will help create an atmosphere and processes to support professional integrity.
- We will be clear about expected behaviors in the Penn State Code of Conduct, Graduate School satisfactory scholarship, career policies, classroom policies, and other interactions.
- We will support professional development with appropriate support and education.
- We will manage the process for resolving escalated conduct and professionalism concerns.

Professional Integrity Concern Process

1. Incident/conduct concern is brought to the attention of the relevant 220 area:
 - a. Career related: Brenda Fabian or Paul Poissant
 - b. Conduct related: Denise Rill or Carrie Marcinkevage
2. Program team meets to agree upon the next step, initially outlined as a meeting with the individual.
3. Program team meets with the individual to assess the situation. No sanctions occur at this time; rather it is an informational opportunity to understand the situation.
4. Program team reconvenes to agree upon appropriate course of action in accordance with the [Graduate School Appendix III](#) on unsatisfactory scholarship and the [Penn State Code of Conduct](#). Representative student input and counsel from other stakeholders may be gathered as necessary, with all parties remaining confidential. Recommended actions and/or sanctions will be based upon:
 - a. Alignment with Penn State Values
 - b. Seriousness of the current situation and patterns of past behavior
 - c. Level of prior student engagement (with career services or other relevant area)
 - d. Discernment of contrition and opportunity for learning and level of personal responsibility taken
 - e. Precedents for similar past situations, either here or in other areas
5. All sanctions should be agreed upon by the program team and the student in their discussions of the incident(s). If the student and program team irrevocably disagree on sanctions, the student may appeal the decision to the Associate Dean for Professional Graduate Programs.

**Note:* This process differs from the Academic Integrity violation process, which involves the MBA Program AI Officer and the potential of a peer-composed review board for analysis and sanctions.

Sanction Pool

Consequences for professional infractions may include but are not limited to the following list. These actions are based upon peer research, precedent, and MBA student input.

- Required meeting(s) with career services, managing director, or other relevant party for coaching and understanding of community repercussions
- Formal letter of apology to those affected
- Assurance that the student help repair any damage done with the affected party
- Written case study to aid future students who may face a similar situation
- Required to lead logistics for setting up a speaker/event on the topic
- Community service time – mentoring undergrads or another relevant activity
- Restricted access to career coaching or alumni career services
- Delayed access to sign ups for info sessions, interviews, SIPs, mentoring
- SmealConnect and MBA Focus access restricted/revoked (not dropping resumes for jobs, no info sessions, no student organization events managed through SC, no SIPs, specialized coaching, or resources outside SC)
- Faculty requested not to give references for the student
- Notification of violation(s) to potential employer and/or final internship or full-time employer
- Exclusion from case competition/conference funding opportunities
- Exclusion from pre-commencement activities/ceremonies
- Immediate GA/Fellowship or Scholarship revocation, without possible renewal
- Program termination
- Incident referred to the Office of Student Conduct for [Code of Conduct](#) violation review
- Hearings and probation or other Conduct Sanctions including disciplinary warning, “XF” transcript notation, probation, suspension, expulsion, and/or indefinite expulsion

Process Examples/History

Concern	Frequency - last 5 yrs
Reneging on a job offer	2
Reneging on an internship offer	6
Pattern of lateness to info sessions/events	4
Interview no shows	2
Inappropriate classroom behavior (non-AI)	2
Unprofessional social media behavior	2
Unprofessional social/peer behavior	1
Team and classroom disruption	1
Professional misrepresentation/dishonesty	1

Consequences/Sanctions	Frequency - last 5 yrs
Meeting with Career Services	12
Meeting with Dean / Director	9
Formal apology letter	9
Presentation to the class - personal case	1
Case written for training	2
Disciplinary probation (by Office of Student Conduct)	1
Temporary expulsion	1
Program termination	1

Smeal MBA Appropriate Conduct and Professional Integrity

- We expect students to behave professionally and in accordance with the Penn State Code of Conduct, the Penn State Values, and all other policies, both on- and off-campus.
- Expected behaviors are exemplified, but not limited to, those below. Specific behaviors are outlined in process and training materials related to each area:
 - Maintaining classroom and event decorum
 - Appropriate alumni and recruiter communication
 - Appropriate attire and behavior for all events
 - RSVP commitments and timeliness for events and deliverables
 - Attending program-required or mandatory program events
- Failure to comply with the expected behaviors could hinder graduation progress and lead to sanctions up to and including program expulsion.

Penn State Conduct Policies

These policies are valuable for all students to review. All Penn State students are held to these standards and are expected to be aware of governing University Policies.

Overall Penn State Policies and Rules:

<http://studentaffairs.psu.edu/conduct/pdf/PoliciesRules.pdf>

Graduate School University Bulletin: Appendix III

<http://bulletins.psu.edu/graduate/appendices/appendix3>

Penn State Code of Conduct:

<http://studentaffairs.psu.edu/conduct/codeofconduct/>

Code of Conduct Quiz (watch out for the audio of the Lion's Roar!):

<http://studentaffairs.psu.edu/conduct/knowthecode/>