Olin Business School – Graduate Student
Code of Professional Conduct

Overview
The Code of Professional Conduct (“the Code”) is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette that is expected of each individual by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to continually enhance. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles, of the Code of Professional Conduct.

Expectations – Professional Standards of Conduct
In keeping with these shared expectations, Olin graduate students are expected to conduct themselves at all times in a professional manner. Professional behavior includes, but is not limited to, the following items:

In the classroom
- **Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.
- **Punctuality:** Students are expected to arrive and be seated prior to the start of each class session. They should display their name cards in all classes at all times.
- **Behavior:** Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
- **Distractions:**
  - *Exiting and Entering:* Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.
  - *Laptop, PDA, and Other Electronic Device Usage:* Students are expected to use laptops, PDAs, and other electronic devices only with the instructor’s consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted as this can be distracting for peers and faculty.
  - *Mobile Phone Usage:* Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.
  - *Other distractions:* specifically identified by individual instructors such as eating in the classroom.

Outside the classroom
- Students are expected to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, job interviews, and other functions where they are representing the Olin community.
- Students are expected to abide by the [Student Judicial Code](http://www.wustl.edu/policies/judicial.html).
- **Facilities:** Students are expected to help maintain the appearance and the functionality of the building, classrooms and other facilities.

Should violations of this Code occur:
- The matter may be referred to the Code of Professional Conduct Council for review and possible sanctions. The Council will consist of one appointed member from each of these groups: the graduate student bodies, the faculty, and the staff.
Shared Protocols and Expectations for teaching in all Olin graduate Classes:

- Members of the faculty teaching in Olin’s graduate programs will consistently and fully support the “Code of Professional Conduct” which includes a uniform policy concerning behavior both in and outside of the classroom environment.
- All Olin Faculty members agree to treat students with professional courtesy and personal respect.
- All Olin faculty members affirm that it is proper and appropriate to use the entire range of the existing grading system.
- All MBA classes will include a final exam and/or other method(s) of individual evaluation.
- Most Olin graduate classes will use “cold calling” or similar techniques in the classroom and will, as appropriate, place grading value on class participation.
- All MBA classes agree to employ a mid-course student feedback mechanism (for the exclusive benefit of the faculty member).
- Faculty members assigned to Olin graduate classes will return assignments in a timely fashion and provide an appropriate level of feedback on graded coursework.