



Professional Standards – Division of Business

A Molloy credential represents to the world that the student has gained mastery in one or more business disciplines. Beyond knowledge and skills, a Molloy Business student must also demonstrate:

- A. Commitment to professionalism (*community*)
 - is punctual and meets all deadlines
 - Attends classes on a regular basis with a commitment to participate and learn.
 - removes his or her hat when entering a classroom and office (e.g., health and religious accommodations will be acknowledged)
 - maintains a professional appearance that aligns with the event (e.g., business meeting vs. athletic event)
 - acknowledges others during professional interactions
 - demonstrates an inclusive style of dialogue (e.g., not talking over others; allowing others to speak)

- B. Commitment to ethical standards (*community and service*)
 - is honest and transparent in communication with others
 - carries through on commitments made
 - contributes generously to collaborative projects (e.g., team projects)
 - speaks with clarity and simplicity to ensure that messages express truth
 - maintains the Molloy College standard of academic integrity as stated in the student handbook

- C. Respect for cultural and individual differences (*spirit*)
 - is respectful of, and responsive to, the individual differences, ideas, and views of others
 - is able to express opposing or alternative viewpoints in a respectful manner
 - sees the inequities in business practices and seeks to correct them

- D. Commitment to collaboration and shared success (*community*)
 - relates well to peers, faculty, staff, and other professionals
 - is willing to share information and ideas

- E. Commitment to lifelong learning (*study*)
 - seeks opportunities to learn about self and to improve
 - is accepting of constructive feedback from others
 - conducts self-assessment through reflection
 - seeks and demonstrates awareness of new ideas
 - demonstrates independent but critical thinking

I have read and understand what is expected of me:

Molloy Student

Student ID

Date

Protocol and Assessment of Professional Standards

Division of Business

- I. Each student, when introduced to the professional standards, will sign the document to acknowledge that he or she has read and accepts the standards. All new incoming graduate students will be introduced to these standards during the interview with the Graduate Dean. The standards and the protocol will be included in the Division of Business website. The link from the website will be included in every syllabi. Select courses, such as BUS515, will reflect the document within its Canvas site.
- II. A self-assessment of the student's own behavior, as relates to the professional standards, will take place in BUS 101. Student will do a final assessment during his or her capstone class.

Assessment will use the following ratings:

- not evident
- emerging
- developed
- highly developed

The students may also use the self-assessment in consultation with his or her advisor.

- III. Violation of a professional standard.
If a student violates a professional standard (e.g., is late, is rude, does not remove his or her hat, is disrespectful, is unable to follow instructions, does not display professional behavior in the classroom), a professor, administrator, or staff member, can report to the Dean that a student has violated one or more of the professional standards.

First offense: a conversation will take place with the student, the professor/ Admin/ staff reporting the violation, and the advisor, to discuss the situation with the student. A spreadsheet of these violations will allow for any pattern of violation to be identified.

Second offense: will result in an additional conversation as well as a letter written to the student, with a copy to the Associate Dean of Academic Services.

An apparent pattern, severe offense or third offense, will require the students to meet with a divisional committee comprised of the Division Dean, the Associate Dean, a discipline-specific faculty, another member of the faculty, the advisor, and the Associate Dean of Academic Services. The committee will make a recommendation that may lead to removal from the program or other academic discipline that is ultimately determined in co-consultation with the Dean and the Associate Dean of Academic Services.