Code of Professional Online Classroom Conduct  
UAB Collat School of Business

The behavior expected online is that exhibited by professionals in a business setting. This is the official policy for online classes in the UAB Collat School of Business

You are a student in a business class at the University of Alabama at Birmingham. The mission of the Collat School of Business is to prepare graduates to be successfully employed as business professionals. To accomplish that mission, the faculty is committed to teaching you:

1. Core knowledge of business functions and processes used by business professionals and
2. Knowledge of behavioral expectations that the business world will have for you.

To be successful in your career, whatever your chosen path, you should learn how to plan, organize and control some business or business-like operations. Additionally, you will have to know how to conduct yourself in professional settings. How you present yourself with the written word is vital and will significantly affect your ability to secure employment as a professional and to succeed in your career.

It is the faculty’s goal and responsibility to help you understand both the concepts of business and the behavior that will help you to excel in your career. With these goals in mind, a Code of Professional Online Classroom Conduct that is consistent with workplace expectations has been adopted for Collat School of Business Online classes.

1. PARTICIPATION
   a. Login regularly, at least every other day, to check your course for updates and schedule changes. Failure to complete assignments on time due to missed communications from not logging in is equivalent to overlooking emails or memos at work. If you are ill, and unable to login inform your instructor immediately.
   b. Be prepared by learning material provided for completing assignments and discussing topics. Class assignments and discussions are akin to work responsibilities and business meetings. Being unprepared is not acceptable.
   c. Be interactive by engaging your instructor and peers in meaningful dialogue of the class topics. In business meetings, participants must be engaged and make worthwhile contributions.
   d. Ask questions to seek understanding and respond to questions to the best of your ability.
   e. Be professional when writing by avoiding jargon and language you typically use when texting friends. Submit all papers and correspondence as appropriate in a business setting.
   f. Be honest when reporting technical difficulties with Blackboard. Note: A tracking feature enables instructors to view all interactions with course content and exams.

2. NETIQUETTE
   a. Student to Student Etiquette: There are course expectations concerning etiquette or how we should treat each other online. It is very important that we consider the following values during online discussions and when emailing one another:
      i. Respect. Every student's opinion has value as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Avoid sarcasm.
      ii. Confidentiality. When discussing topics be sure to be discreet on how you discuss sensitive subject regarding children, instructors, and peers. Do not use names of people or names of facilities.
   b. Student to Instructor Etiquette
      i. Respect: Address your instructor with concerns or questions regarding the course or grades respectfully.
      ii. Meet Deadlines: Turn in completed assignments on time.
      iii. Respond: Respond to your instructor’s emails in a timely manner as outlined in the syllabus.
c. **Instructor to Student Etiquette**
   i. Respect: Your instructor will address concerns or questions with you respectfully.
   ii. Feedback: Your instructor will follow the values listed above by checking and responding to emails and grading assignments in a timely manner as outlined in the syllabus.

3. **ACADEMIC MISCONDUCT**
   b. Students found guilty of academic misconduct will be subject to these prescribed policies, which can entail serious penalties, including dismissal from the University.
   c. Academic misconduct includes dishonesty regarding technical difficulties experienced when submitting assignments and/or taking tests online.

**NOTE:** Some instructors have more restrictive policies than those included in this Code. See course syllabus for individual course policies. If you believe that you will have difficulty fulfilling any of these expectations, please discuss your concerns with your instructor at the beginning of the semester. Special accommodations will be made if justified.