# TOP 10 School of Business

## Professional Values

In the School of Business, we demonstrate Professional Values by:

<table>
<thead>
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<th>Value</th>
<th>Description</th>
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| **1. Accountability** | - taking personal responsibility for all actions  
- following through on commitments for group work  
- coming to class prepared to learn  
- attending class regularly and taking responsibility for any missed work/information  
- requesting help when needed from faculty, Advising, Disability Resource Centre, Learning Skills, Counselling  
- looking for solutions rather than placing blame |
| **2. Integrity** | - maintaining academic honesty in all endeavours  
- taking credit only for our own work (not that of others)  
- collaborating with others on assignments/projects only when authorized to do so  
- using classroom/lab resources wisely  
- being respectful of lab policies |
| **3. Responsibility** | - completing all assignments on time  
- arriving for all classes and program activities prepared and on time  
- notifying instructors of absences, late arrivals, early departures  
- using time-management strategies: calendars, to-do lists  
- turning off cell phones and other personal electronic devices during class time  
- using computers in an authorized manner |
| **4. Respect** | - treating peers, guests, instructors and staff with the appropriate level of respect whether in person, in writing or in electronic communications  
- demonstrating acceptance of diverse groups  
- not disrupting/interfering with the learning of other students (not talking, texting, coming late, leaving early, doing off-task work) |
| **5. Professional Behaviour** | - using language and terminology appropriate for learning environments (no foul language, minimal use of slang or abbreviations)  
- dressing in a neat and appropriate manner for the environment  
- not using strong scents, perfumes or colognes  
- carrying ourselves in a manner that presents a positive image |
| **6. Professional Attitude** | - being positive  
- communicating in a sincere manner  
- willingly accepting constructive feedback  
- maintaining composure under professional or personal pressures |
| **7. Adaptability** | - adapting to changes in schedule and procedures  
- experimenting with new techniques for completing tasks |
| **8. Continuous Learning** | - seeking out learning opportunities  
- seeking clarification/asking relevant questions  
- contributing to class/online discussions  
- seeking new methods of learning tasks |
| **9. Teamwork** | - listening to the views of others  
- giving and receiving feedback in a positive manner  
- managing conflict constructively and professionally  
- being committed to tasks  
- doing our share of work  
- contributing assigned team tasks on time  
- contributing ideas to projects  
- communicating with team members regarding tasks, due dates, and meetings |
| **10. Confidentiality** | - maintaining the confidentiality of classmates and clients  
- not discussing items a person shared confidentially with us  
- not gossiping, in person or on social networking sites |

Adapted from: Professional Conduct Rubric, Nova Scotia Community College – School of Health and Human Services, 2008.  
Originators: Lynn Morris Jamieson and Kelly Kennedy-Pippy  
[http://camosun.ca/learn/school/business/current-students](http://camosun.ca/learn/school/business/current-students)