

Code of Professional Conduct

PUT CLASS NAME HERE

Students enrolled in XXXXXX agree to abide by the behaviors outlined in this contract. The instructor will withdraw students who do not adhere to the Code of Professional Conduct.

Students will strive to provide professional advice to their clients and are dedicated to the delivery of the highest standards in their client activities. In doing so they will adhere to a code of professional conduct to guide their clients, peers, and professional relationships as follows:

Understanding of Client Needs: Students shall reach a mutual understanding with the client as to the objective of the assignment, the scope of the assignment, the workplace, and the costs. Students will gain sufficient detail from a new client to gain an understanding of the perceived problem, the objectives to be achieved, the scope of assistance needed, and the possible benefits that may accrue to the client.

Objectivity: Students shall ensure that advice to clients is based on impartial consideration of all relevant facts and opinions.

Competence: Students will demonstrate a commitment to the quality of their advice, assistance, and resulting products through sufficient planning, reviews, and controls. Students will ensure that sufficient relevant information is evaluated in developing conclusions and recommendations. Solutions should be realistic and practical, clearly understood by the clients, and capable of being implemented by the client. A member will accept only those assignments which the member has the knowledge and skills to perform.

Confidentiality: The student will keep in confidence all materials and conversation pertaining to the client. All materials received from the client will be returned to the client at the end of the project.

Conflict of Interest: The student shall not exploit information obtained from the client to their personal advantage.

Student behavior will also adhere to the School for Business Code of Behavior.

By signing the contract I undertake to abide by the principles articulated therein.

Student name

Date

Witness: Instructor's signature