



### **Professional Code of Conduct**

The graduate program of Environmental Policy and Management (EPM) is designed to develop the policy and professional skills so its graduates are thoroughly prepared to be highly effective in a professional environment and capable to positively impact policy and management of the environment and natural resources. EPM strives to build a positive and thriving professional culture where qualities of skill, dependability, and professional conduct and capacity are preeminent. The nature of policy and management work often involves working in collaborative groups, organizing coalitions, and engaging in contentious conversations. Similarly, EPM courses require working collaboratively and respectfully engaging in discussions and debates about complex issues. Thus, EPM Program and employers expect professional behavior, and it is critical for your career development.

The EPM community is committed to the following principles:

1. Demonstrate respect for all members of the EPM community, the broader University community and for people we engage through EPM related activities.
2. Value and practice the UC Davis Principles of Community (See: <https://diversity.ucdavis.edu/principles-community>).
3. Facilitate professional interaction and positive learning environment.
4. Promote academic excellence.
5. Act with honesty and integrity.
6. Welcome different opinions and cultures and contribute to the understanding of all.
7. Be accountable for actions inconsistent with the UC Davis Academic Code of Conduct and this EPM Professional Code of Conduct.

EPM Program expects that all students, whether or not they are on campus, will in act in accordance with these principles and with the professional behavior described in this Code of Conduct. The EPM Program expects every student to have read and understands the UC Davis Code of Academic Conduct (See: <https://ossja.ucdavis.edu/code-academic-conduct>).

This EPM Professional Code of Conduct, in addition to the UC Davis Code of Academic Conduct, is designed to reinforce our professional principles listed above. Members (students, faculty, staff) of the UC Davis EPM Program are expected to behave in ways that promote individual, academic and professional development and contribute to a positive learning environment and community spirit. Additionally, student behavior reflects upon the reputation of the EPM Program and University. Inappropriate behavior with EPM Program clients, and practicum host organizations or businesses may lead to reduced opportunities for future EPM graduate students.



**Professionalism Expectations also include the following:**

### **1. Attendance and Promptness**

Attend all classes and the interviews, presentations, and events that you have committed to. Always RSVP to any event you are invited-- doing so is professional and shows others that you value their time and your own. If you RSVP that you will attend, your presence is expected. Program and student organization event organizers depend upon RSVPs to plan for the event and order food. If you must cancel your plans to attend, try to inform the host of your change as soon as possible generally a week before the event.

Be on time to classes, meetings, presentations, external meetings with practicum host organizations and policy clinic clients. If you must be late or absent due to an emergency, illness, interview, or other circumstance, the expectation is that you will inform the instructor or organizer in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advance notice is not possible, contact the instructor or organizer as soon as possible afterwards to brief him/her on the reason for your absence/tardiness.

Avoid leaving during a class session, presentation or external meeting unless you have discussed the need to leave early with the professor or organizer in advance or an urgent personal matter arises.

### **2. Prepared and Respectful**

Contribute, participate, and engage in the classroom learning experience through constructive means with both peers and instructors. The dialogue generated from your peers is an essential part of the classroom experience and enriches the conversation and learning.

Be prepared for class discussions and activities, and for meetings and conversations with external organizations. Being prepared means completing assigned and background research, practicing skills prior to class and meetings, and asking relevant questions in class, work groups, and in external meetings.

The use of computers and personal electronic devices is at the discretion of your course instructor. Please refrain from using your computer for anything other than note taking or class-related activities and do not surf the web or check email during class time. Computers should be closed for all speakers and guest presentations. Turn phones off during class, presentations, and class and group activities.

Do not disturb classmates or presenters with excessive noise or talking.



Show respect for your classmates and their opinions.

The use of language or behavior that is racist, sexist, violent or threatening may lead to disciplinary consequences. All behavior and language should comply with the [UC Davis non-discrimination statement](#).

### **3. Internships, Practicums, Policy Clinic Projects**

Students are expected to conduct themselves professionally in all activities associated with their practicums, internships, and policy clinic projects. Professional conduct includes, but is not limited to, the following:

- Understanding client organizations' mission, policies and procedures.
- Reporting any incidents of unethical behavior to EPM and appropriate UC Davis officials.
- Interacting with all organization personnel and activity contacts in a polite, tactful, and respectful manner.
- Treating agency or organization property with respect and in accordance with their policies.
- Keeping the student's supervisor apprised of his or her work progress, anticipated absences, issues or concerns that may arise, and emergencies.

### **4. Graduate Research and Teaching Assistantships**

Some students are awarded Teaching or Research Assistantships during the two-year program. These teaching assistantships represent obligations on the part of the student to perform work in exchange for pay and/or partial tuition reimbursement. It is imperative that students who are awarded teaching assistantships fulfill their obligations in a professional and timely manner, and in accordance with the relevant union contract.

Professional behavior is expected at all times, but particularly in the following settings:

- All locations on campus
- During communications via EPM-related emails, or during online courses or meetings using platforms such as Canvas, Zoom or Skype, and on Instagram, Twitter, Facebook and other social media.
- Off-campus locations where companies are hosting sponsored events



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- Off-campus events that are sanctioned by the Program (e.g. GLO, study abroad, company presentations, receptions, and visits)
- Any team-related activities
- EPM-sponsored workshops, hosted receptions and events.
- While working for an agency, NGO, business or other organization as part of EPM-related practicum, internship, policy clinic projects or fieldwork.
- While participating in an EPM outreach or recruitment event.

## Enforcement / Sanctions

The Professional Code of Conduct does not supersede any of the institutional policies of the University of University of California at Davis. The Office of Judicial Affairs reviews complaints regarding unprofessional conduct. Violations of the EPM Professional Code of Conduct and the UC Davis Academic Code of Conduct shall be reported to Judicial Affairs for their consideration. Violations of the EPM Professional Code of Conduct may be reflected in class grades, and graduate degree progress reports (interim or annual) for individual students. It is the individual student’s responsibility to familiarize themselves with these documents and policies. This code of conduct applies to all students, including exchange students, from the date of admission through graduation.

Events that are clearly identified as purely social in nature (not sponsored in any way by EPM) are not covered under this agreement. Those would include private social gatherings.

I, the undersigned, understand and commit to the EPM Professional Code of Conduct:

Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_