Plan for Ethics and Integrity Activities and Training for Graduate Programs

(pursuant to CGSP Resolution 2012-13B)

Adopted 12/9/2013

Background

CGSP Resolution 2012-13B requires that all graduate students participate in ethics and integrity activities as part of their graduate studies and that each program, department, or college develop plans to be submitted for approval to the Graduate School by the Graduate Coordinator of a program or department, or equivalent in a college. Further, the Program of Study for all graduate students must show a record of the student's participation in the particular ethics and integrity activities delineated by the student's program, department, or college as part of the student's graduation requirements. These requirements are effective with the incoming class of Fall 2014. This document addresses the college's plans for compliance with this policy.

Required Topics

1. Plagiarism and other violations of the Graduate Honor Code

2. Proper use of professional conventions in citation of existing research and scholarship, accurate reporting and ownership of findings, and acknowledgement of contributions to the work

3. Ethical standards in teaching, mentoring, and professional activities

4. Available avenues for reporting alleged misconduct

Optional Topics Also Addressed by this Policy:

1. Appropriate lab procedures and maintenance of lab notebooks and other research documentation

2. Fair use of publications, software, and equipment

3. Appropriate research protocols involving human and animal subjects; Institutional Review Board and/or Institutional Animal Care and Use Committee certification

4. Guidelines for maintenance of confidentiality (and, where relevant, anonymity) in research

5. Guidelines for determination of authorship

6. Appropriate grant and contract management, including appropriately asserting personal or program capacities and competencies when applying for grants and contracts

7. Discipline- or field-specific professional ethics

Situation in the College Prior to Adoption of the Resolution

The Pamplin College of Business offers several Master's programs including the Master's of Business Administration, a Master's in Hospitality and Tourism Management, and a Master's in Information Technology in cooperation with the College of Engineering. The college has for many years conducted ethics and integrity training as part of orientation for the full-time, professional, and executive MBA programs. These training sessions have focused on ethical theory, applications of it to a business setting, and plagiarism and other violations of the Graduate Honor Code, including available avenues for reporting alleged misconduct. Admissions to the full-time format will be discontinued effective in Fall 2014.

The Master's of Accounting and Information Systems program includes course-embedded ethics training that is specific to the accounting field. In the Master's of Information Technology and Evening MBA programs, faculty insert pertinent language in course syllabi to inform students about plagiarism and other violations of the Graduate Honor Code, and to inform them about proper use of professional conventions in citation of existing research and accurate reporting and ownership of findings, among other topics.

In the Master's of Hospitality and Tourism Management program as well as the HTM Ph.D. program, all graduate students discuss ethics in the graduate research seminar. The ethics modules in that seminar include Introductions to Ethics (lecture and panel), and three online CITI programs: the basic Social and Behavioral research, Conflict of Interest, and Social and Behavioral Responsible Conduct of Research.

Ethical training for other PhD students in the college has not been formalized. Rather, it is conducted on a one-to-one basis by the faculty supervisors for each student.

Action Plans to Achieve Full Compliance

To become fully compliant with the requirements of this resolution, the Pamplin College of Business will take the following actions:

1. A centralized training session will be scheduled for all incoming Master's students including the Executive MBA, Evening MBA, MIT, Professional MBA, and the Master's in Accounting and Information Systems. This session will cover common topics such as violations of the Graduate Honor Code, available avenues for reporting misconduct, and proper use of professional citations. This session will be recorded on video to permit content to be re-used when more convenient than live delivery.

2. A separate centralized training session will be scheduled for incoming Ph.D. students. In addition to covering all required areas of training, this session will include research-related topics from the optional list above, specifically including fair use.

3. Each identified program director will then be responsible for continued training specific to the particular program in question. For departments in which human subjects are

regularly used in research, discussion of and training requirements for protection of human subjects and IRB will be included. For departments where archival data are employed, coverage of data management will be emphasized. Departments will be encouraged to discuss with PhD students disciplinary practices related to authorship (e.g., inclusion and order).

4. Content in the centralized training sessions will be delivered by both representatives of the Graduate Honor System and by faculty experts from within the college. Program directors and faculty panels will be utilized in the program-specific training outlined in part 2 above. Each program director is responsible for the following:

   a. Ensuring that all incoming students either participate in the appropriate live centralized training session or view a recording of this meeting;

   b. Ensuring that any program-specific topics not covered in the centralized sessions are addressed in the program-specific sessions which may follow; and,

   c. Documenting the students who have attended these sessions and implementing remediation plans for any who may miss the initial opportunities to attend. Documentation must be retained in the student's departmental records and be made available to the Graduate School upon request.

Responsibility

The College's Associate Dean for Research and Faculty Affairs will have overall responsibility for this policy and for any changes to the action plans. Record-keeping responsibility is delegated to the various program directors within the college, specifically:

- PhD Programs: Kent Nakamoto, Associate Dean for Research
- Evening MBA: Parviz Ghandforoush, Managing Director
- Executive MBA: Maureen Hall, Executive Director
- Professional MBA: Stephen Skripak, Associate Dean for Graduate Programs
- Master of Information Technology: Thomas Sheehan, Director
- Master of Accounting: Reza Barkhi, Department Head
- Master of Hospitality & Tourism Management: Zvi Schwartz

This policy will be effective with the incoming classes of Fall 2014. It was approved for implementation by the Pamplin College Graduate Studies Committee on December 9, 2013.