

The Rutgers PSM Standard of Professional Conduct

The Rutgers Professional Science Master's (PSM) Program Standard of Professional Conduct has been established to prepare students to be professionally competent, well-rounded, ethical, and responsible individuals. The PSM program sets expectations for our graduate students with respect to their professional and academic development. Within PSM, we strive to create a welcoming, valuable, and impactful experience for all students. We are committed to protecting the health, safety, welfare, property, and human rights of all members of the PSM community, as well as safeguarding the safety, property, and reputational interests of the program and Rutgers University. All PSM students are expected to demonstrate high standards of professional behavior in all educational settings, including in-person and online classes, events, and non-classroom settings. All PSM students are expected to abide by the following standards: *

1. Respectful and Professional Communication (In-person/ Online)

- a. Commit to treating all members of the academic community with respect and consideration regardless of beliefs, differences of opinion, and individual backgrounds.
- b. Ensure communication is professional and courteous in all written and verbal interactions. This includes appropriate language, tone, and etiquette in verbal and written interactions, discussions, and collaborative projects.
- c. Demonstrate respectful behavior through active listening, helpful dialogue, and compassion towards others. Approaching conflicts with respectful dialogue, resolving peacefully to ensure positive learning environments for all.

2. Integrity and Responsibility (In-person/Online)

- a. Demonstrate honesty in both professional and academic matters.
- b. Be dependable in carrying out tasks, group projects, and responsibilities in a professional and timely manner. Provide equal contribution to group projects.
- c. Avoid multitasking while attending your course/event, as it limits the fundamental learning expected and is detrimental to the learning process.
- d. Uphold the highest standards of professional and academic integrity by submitting your own work, providing proper citations for others' ideas, and refraining from plagiarism, cheating, or academic dishonesty.
- e. Respond to requests (written, verbal, e-mail, telephone) in a timely and professional fashion.

3. Attendance and Punctuality (In-person/Online)

- a. Demonstrate punctuality in both in-person and online academic environments. Video camera should be on when class begins unless otherwise instructed.
- b. Class attendance and participation in group projects is a crucial element of the learning experience; failure to attend and participate in class (or projects) disrupts your learning and signals disrespect to your peers and instructors.
- c. Communicate in advance to the instructor and relevant parties if unable to attend classes or meetings. Be responsible for making up work/projects in a timely manner.
- d. Comply with verbal and written deadlines, as well as adhering/attending established class and meeting times.

4. Professional Conduct (In-person/Online)

- a. Show respect for leaders and peers in the classroom (both in-person and online) and other university settings.
- b. Exhibit professional behavior when representing Rutgers and PSM in extracurricular activities, networking events, and professional meetings.
- c. Maintain a neat and presentable appearance suitable for an educational environment in academic and extracurricular activities and meetings.
- d. Maintain professional conduct both on and off campus. This includes behaving responsibly, adhering to institutional policies and local laws and representing PSM and Rutgers University positively in the community.
- e. Disrupting or interfering PSM operations, activities, or events, including the rights and activities of other students, faculty, staff, and PSM guests, will not be tolerated.

5. Responsibility with Digital Use

- a. Use technology responsibly and ethically, adhering to all Rutgers University policies regarding the use of computers, networks, and digital resources.
- b. Comply with all copyright laws, software license agreements, and intellectual property rights.
- c. Practice device etiquette by using devices considerately, minimizing distractions to yourself and others, and being respectful of technology use during lectures or discussions.

6. Digital Communication

- a. Positive online behavior is expected. Online messages that are not relevant to the lecture or event are not permitted. The expectation in both academic settings and events is for communication to be positive and to contribute to the digital community without it being a distraction or disruption.
- b. Communication is expected to be respectful and professional in all digital interactions, including emails, discussion forums and social media.
- c. Using technology to engage in harassment, bullying, or discrimination will not be tolerated.

Students are responsible for adhering to the Rutgers [University Code of Student Conduct](#) interacting with fellow students, faculty, instructors, and staff. Failure to abide by the Rutgers PSM Standard of Professional Conduct or The University Code of Conduct may result in disciplinary action such as removal from teams, dismissal from the course, suspension and/or removal from the PSM program.

Related Resources

- [Rutgers' Academic Integrity Policy](#)
- [Rutgers' Academic Integrity website](#)
- [Student Guidelines for Free Expression](#)

Questions

Please reach out to psmacademics@docs.rutgers.edu if you have any questions regarding the PSM Standard of Professional Conduct.

The Rutgers PSM Standard of Professional Conduct was Adopted August 2024

**These standards include, but is not limited to the following.*