

## Appendix I

# MHA and EMHA Honor Code

The Honor Code is driven by the MHA/EMHA Mission and Vision:

### **Mission Statement**

The MHA and EMHA Programs' mission is to recruit, select, and educate a diverse, well-qualified group of students who aspire to be leaders in shaping a dynamically evolving health care environment.

### **Vision Statement**

The Program will be recognized as an exceptional program by our national peers, our alumni, and employers of our students.

“Professionalism” includes a range of work-related values as reflected by an individual's behaviors, including behavior in social situations that reflect on one's career or the organization(s) the individual is seen as representing. These behaviors include (but are not limited to) communication, appearance, and interactions with others in work and work-related activities.

In order to support students as they develop their understanding of and approach to professionalism, the MHA and EMHA programs have developed this Honor Code consisting of a Values Statement, expectations for academic integrity, and statements regarding professional behavior while in the Program.

## Executive Master of Health Administration Program

*Advancing to Leadership*

### The Executive and Master of Health Administration Honor Code

Every student enrolled in the Department of Health Management and Policy Master of Health Administration program agrees to:

1. understand and adhere to the HMP Values Statement (attached)
2. uphold academic integrity as defined by the University, the College, and each course instructor (as described in syllabi)
3. uphold professionalism, as described in this document (the description is illustrative, not exhaustive.)

Together, the above three elements constitute the EMHA/MHA Honor Code.

HMP faculty, teaching assistants, staff members, and students who discover apparent Honor Code violations should discuss their allegations of apparent academic misconduct or significant non-professional behavior with one or more of the following: Program Director, Executive-in-Residence, Director of Student Services, course instructor (if it involves a classroom or course-related matter). Violations should not be ignored and passive observation of suspected violations is inappropriate.

**Your signature is your commitment to hold yourself and others to this Honor Code:**

\_\_\_\_\_

Name

\_\_\_\_\_

Date

**Sign and return this page to Student Services within one week of receiving it.**

## Department of Health Management and Policy Values Statement

The University of Iowa Department of Health Management and Policy prepares students for successful careers in a variety of ways, including through a culture that includes six clear and strong values (summarized by the acronym “**RAISED**”). These values are developed and sustained largely through peer influence and accountability, rather than by prescription alone.

### **RESPECT**

*(‘showing regard or consideration’)*

examples

Faculty demonstrably value student opinions.

Student conduct acknowledges faculty roles.

Faculty members only alter class expectations in a timely fashion and with explanations.

Timely responses are always provided.

### **ACCOUNTABILITY**

*(‘being answerable and accomplishing what is undertaken’)*

examples

Everyone (faculty, students, staff, alumni) takes responsibility for timely and best performances.

Everyone thoroughly prepares for every class, speaker, and site visit.

Students seek timely input from faculty and staff.

Faculty members acknowledge student contributions toward course improvements.

Faculty members provide timely, clear, and appropriate statements of expectations.

Faculty members actively advise students.

Faculty and students engage in self-reflection regarding their performances.

### **INTEGRITY**

*(‘adhering to moral, ethical, and just principles’)*

examples

Students complete assignments without unauthorized assistance.

Students and faculty always provide citations for the work of others.

**SERVICE**

*(‘providing assistance to those in need’)*

*examples*

*Everyone provides and facilitates effective engagement with all constituencies (each other, school, communities, etc.).*

*Alumni willingly share expertise.*

**EMPATHY**

*(‘identifying with the feelings, thoughts, or attitudes of others’)*

*examples*

*Everyone willingly provides support to one another.*

*Investments are made in understanding diverse backgrounds.*

**DIGNITY**

*(‘being worthy of honor and respect’)*

*examples*

*Everyone (faculty, staff, students, engaged alumni) conducts themselves at all times to reflect well on each other, the university, college, department, program, and alumni.*

*Everyone seeks opportunities to endorse the program and its participants.*

## ACADEMIC CONDUCT

If an enrolled student commits an act of academic misconduct and is subsequently subject to disciplinary action by the University, the HMP Department reserves the right to impose its own disciplinary action up to probation and/or dismissal from the Program. Procedures for addressing academic conduct issues are in Section VIII.A of the EMHA Handbook.

## PROFESSIONALISM

The MHA and EMHA Culture of Professionalism focuses on student accountability to each other, the department, and the health care profession to always act with executive stature at all University, College, Department, and Program-sponsored and attended events. At its most basic level, this standard requires professional behavior appropriate for the executive suite of the best healthcare organizations.

Students are expected to develop and practice throughout their tenure an executive “brand” that best fits with their aspirations and personalities. Students who master these skills now, in a learning environment, will be better prepared for employment as healthcare leaders.

The expectations of students include the following:

1. **Work products** will be timely and of highest quality.
2. **Communication of all types** will be respectful and consistent with accepted grammatical and format conventions.
3. **Dress and hygiene** will be appropriate for executives. Students will dress for the jobs to which they aspire, and will appropriately represent the EMHA program and the healthcare profession. Business dress will be worn for all visiting lecturers and business casual is recommended most other times. Personal appearance (including but not limited to clothing) should be appropriate for an academic environment that places high priority on developing professionalism.
4. **Distractions**, including but not limited to side comments outside of an instructor-designated discussion period, and cell phone/computer use that is not directly related to the class or other activity in session, are inconsistent with professional behavior and disrespectful of instructors and classmates.
5. **Unprofessional behavior and decorum** in the classroom includes chewing gum, eating, and having open drink containers during class unless preapproved by the instructor, and especially when the class involves a guest speaker.
6. **Interactions** associated with Departmental activities (including class) require professional decorum. Any behavior that is judged by the supervising faculty member to be inappropriate will be a violation of the Honor Code.