

Appendix A



Master of Health Administration Program

"Aspiring and Advancing to Leadership"

The Master of Health Administration Program Honor Code

Every student enrolled in the Master of Health Administration program (traditional and executive tracks) agrees to:

- 1. understand and adhere to the Department of Health Management & Policy Values Statement (see below)*
- 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 is illustrative (not exhaustive) document.*

Together, the above three elements constitute the MHA Program Honor Code.

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

Department of Health Management and Policy Values Statement

In addition to embracing the University of Iowa (Creativity, Community, Excellence, Inclusion, and Integrity) and College of Public Health's core values, we ensure our mission and pursue our vision through clear, strong program and department specific values ("RAISE").

Respect: *Showing regard or consideration.*

Examples: faculty demonstrably value student opinions; student conduct acknowledges faculty roles; faculty only alter course expectations in a timely fashion and with explanations; and timely responses are always provided by all.

Accountability: *Being answerable and accomplishing what is undertaken.*

Examples: faculty, students, staff, and alumni take responsibility for timely and best performances; everyone thoroughly prepared for every class, speaker and site visit; students seek timely input from faculty and staff; faculty acknowledge student contributions toward course improvement; faculty provide timely, clear, and appropriate statements of expectations; faculty actively advise students; and, 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; and, students and faculty always provide citations for the work of others.

Service: *Providing assistance to those in need.*

Examples: everyone provides and facilitates engagement with all constituencies; and, 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 wide-ranging backgrounds, experiences, and viewpoints.

PROFESSIONALISM

The MHA 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 MHA 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 MHA program and the health care profession. Business dress will be worn for all visiting lecturers and events. 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 of developing professionalism.*
- 4. **Distractions**, including but not limited to side comments outside of an instructor-designated discussion period, and cell phone/computer/tablet 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. During guest speaker and panel sessions, all devices must be stowed to ensure full attention and respect for presenters. Phone use is not permitted; urgent calls should be taken outside the classroom to avoid disruption.*
- 5. **Unprofessional behavior and decorum** in the classroom include chewing gum, eating, and having open drink containers during class unless preapproved by the instructor - especially when the class has 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 may be considered a violation of the Honor Code.*



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

Name

Print

Signature

Date

**Please return this page, signed and dated,
to your program director before your first class.**