



**Wisconsin School of Business
MBA Behavioral Integrity Policy
Honor Code**

The University of Wisconsin-Madison MBA Program is committed to maintaining a professional atmosphere in its classroom environment and at school-related activities. Students are expected to conduct themselves in a professional manner at all times and in a way that fits a top-ranked program. Although, the students are expected to abide by the following guidelines, are expectation when attending class, scheduling an interview, and attending a school-related function, they are not intended to be a replacement for good judgment and general professional courtesy.

In an effort to create and maintain a professional environment, a student who violates these Behavioral Integrity guidelines, after receiving an explicit verbal warning, will be referred to the Honor Board for an investigation.

- ***General Expectations***
 - Be on time for every class and always show courtesy if you have to leave class early. If possible, notify your instructor at least one day in advance of a planned absence.
 - Limit in-class computer use only to class-related activities such as note taking. Surfing the Internet, playing games, or checking stock reports during class is not an acceptable use of class time.
 - Be actively prepared for class and be ready for questions and answers.
 - Always use professional language in every activity suitable for a business school environment.

- ***Conduct with others Outside the UW-Madison, School of Business***
 - Maintain a professional image by wearing appropriate professional attire and by using appropriate speech at all times that reflects positively on you, your program, and the University.
 - Only sign up for an interview which you fully intend to give serious consideration, arrive on-time and be fully prepared for all questions and answers.
 - Always follow up with a company as appropriate and give a prompt response to inquiries.
 - Provide common courtesy and foster a positive relationship with each and every employer to maintain the utmost

professional image of yourself, fellow classmates, your program and the University.

- Resumes must reflect accurate information
- ***As a representative of the UW-Madison, School of Business***
 - All of these guidelines apply to all University-related travel and competitions, and UW students are expected to conduct themselves with the utmost of professionalism both in and around competitions.
- ***Fostering a Learning Environment***
 - Repeated, active and voluntary interference with the learning of others or other egregious conduct will not be tolerated.