

Adult, Professional, and Community Education Adult Education

Ethical Behavior

1. Complies with the university student code of conduct
<http://www.dos.txstate.edu/handbook/rules/cosc.html>
2. Complies with copyright laws
3. Attributes material, ideas, etc. to appropriate source
4. Avoids plagiarism
5. Demonstrates honesty and fairness
6. Respects the rights, worth, and dignity of others
7. Refrains from making statements which are false, misleading, or deceptive
8. Maintains confidentiality
9. Respects cultural, individual, and role differences, including gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status

Communication

10. Articulates written thoughts, ideas, etc. clearly and accurately
11. Articulates oral thoughts, ideas, etc. clearly and accurately
12. Demonstrates listening skills
13. Demonstrates effective conflict resolution skills
14. Facilitates/leads group communication effectively
15. Monitors and adjusts communication style according to the demands of divergent situations and audiences
16. Demonstrates consensus building skills
17. Refrains from harassment or intimidation face to face or in electronic communication

Professionalism

17. Demonstrates punctuality
18. Attends all classes, seminars, meetings, etc.
19. Meets deadlines
20. Notifies others of unexpected absences
21. Demonstrates productive group work as a group member
22. Demonstrates productive group work as a group leader/facilitator
23. Accesses written, electronic, and human resources effectively
24. Practices effective time management
25. Demonstrates data-based decision making using multiple sources
26. Understands and promotes the role and value of public/private education in a democratic society
27. Prepares for classes, assignments, and field-based learning experiences

28. Conducts him/herself according to the demands of divergent situations
29. Dresses according to the demands of divergent situations
30. Avoids improper and potentially harmful relationships
31. Meets other professional obligations and expectations

Interpersonal

32. Takes responsibility for own behavior
33. Demonstrates self control
34. Seeks opportunities for continuous growth
35. Understands impact of self on others
36. Demonstrates problem solving skills
37. Recognizes personal limits and boundaries
38. Recognizes personal biases/prejudices and works to overcome them
39. Interacts appropriately with peers
40. Interacts appropriately with supervisors
41. Demonstrates empathy
42. Demonstrates mental and physical stamina
43. Demonstrates necessary cognitive, affective, and sensory-motor abilities
44. Notifies supervisor (professor, advisor, etc.) of problems or potential problems
45. Demonstrates respect for authority
46. Refrains from inappropriate self-disclosure
47. Refrains from exploiting/abusing power
48. Recognizes and compensates for personal shortcomings

An APCE student who does not adhere to/demonstrate these standards may require a Student Fitness Evaluation as per the Department of CLAS policy/procedure (<http://www.txstate.edu/clas/about/Student-Fitness-Evaluation.html>)