

TCBES Professional Conduct Policy

As part of the graduate professional training, the guidelines in this policy complement the UH Hilo Student Conduct Code and establish the expected professional behavior for graduate students at TCBES. The conduct applies to both on- and off-campus activities and relationships as related to TCBES.

Professional Behavior

1. Practice honesty and integrity in all academic and professional matters.
2. Demonstrate high ethical standards for graduate education.
3. Acknowledge that if you accept funds (e.g., employment, grant funding, scholarships) you may have responsibilities to deliver certain products or outcomes, and treat that commitment seriously and with professionalism.
4. Communicate effectively with faculty, staff and students, and community members in a respectful and honest way. Respond in a timely manner to all written and verbal requests.
5. Demonstrate trustworthiness in performing responsibilities individually and as a team member. Be receptive to constructive feedback.
6. Show sensitivity and adequate personal interactions with respect to cultural diversity of people on and off campus.
7. Demonstrate punctuality in all academic endeavors, including classes, laboratories, and assignment submission deadlines. Use time efficiently.
8. Be prepared and ready to fully engage in on- and off-campus activities. Observe the [UH Hilo Alcohol and Drug Policy](#).
9. Follow safety protocols at all times and complete all required trainings annually. Uphold all university rules including the [UH Hilo EEO/AA Policies](#), [Title IX](#), [UH Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence](#), [UH Workplace Non-Violence Executive Policy](#), [UH Systemwide Student Conduct Code](#), and [UH Hilo Emergency Operations Plan](#).
10. Be informed of specific agency rules and procedures for any organizations you are working with beyond the university. Students off campus follow regulations at the place of the activity.
11. Maintain attire appropriate to the environment (e.g., classroom, laboratories, field sites), and other settings where academic activities occur. Maintain personal hygiene and behavior appropriate to the academic environment.
12. Adhere to the TCBES student-advisor and TCBES student-agency mentor compacts.
 - a. [Thesis track](#)
 - b. [Professional Internship track](#)

Behaviors that may cause sanctions, up to and including dismissal:

1. Unethical behavior including academic dishonesty, lying, cheating, and theft.
2. Unsafe behaviors as described by UH Hilo programs and/or agency protocols.
3. Unprofessional behavior, threat, assault, harassment or discrimination towards advisors, mentors, faculty, staff, students, or community members.
4. Trespassing on university property and other facilities where the student project is carried out, illegal activity and refusal to comply with the directions of campus security and law enforcement officials.
5. Possession of illicit substances or firearms on university property, or during any university-related activity.

Reporting violations

All reports of violations of the TCBES Professional Conduct Policy are to be submitted in writing to the TCBES Director from a hawaii.edu address. Reports should be submitted soon after the cause of the report occurred. A report can be made by any UH community member or TCBES affiliated staff outside campus as a complaint or as a reporting person.

Investigation of violations

The TCBES Executive Committee and the UH Hilo Dean of Students will be informed of the reported violation. The TCBES Director and Associate Director will conduct an investigation to determine the merit of the allegations, and may choose to seek assistance in the investigation from others as needed. The TCBES Executive Committee, and possibly the advisor and/or mentor, will establish and determine if the alleged behavior constituted a violation of the policy and determine the remedial action. If it is determined that there is merit, the student with suspected misconduct will be notified in writing and given the opportunity to discuss the alleged violations with the TCBES Director and Associate Director, and other appropriate parties if warranted, to determine the next course of action. Final decisions on remedial actions will be shared with the UH Hilo Dean of Students.

Consequences for Violating the Professional Conduct Policy

If a student has been determined to be out of compliance with the TCBES Professional Conduct Policy, any of the following may be imposed towards remediation. The following remediations are to aid in restoring the student to good standing in the program and to prepare the student for ethical, responsible, and professional conduct in future employment.

1. Student may meet with the Associate Director of TCBES as prescribed in the remediation plan.
2. Student may be required to meet with the Dean of Students or other professional counselor during the semester. Verification of consistent, regular, and engaged

attendance will be sent to the Dean of Students (if other counseling is required) and the Director of TCBES.

3. Student's academic record may be reviewed by the Associate Director during the semester the misconduct occurred and the following semester. Attendance, being on time, meeting class and/or internship deadlines, quality of work, grades, and professional behavior will be assessed. Faculty and/or internship mentors will be asked to provide feedback (see Appendix for Academic Check-in Form).
4. For internship students: monthly check-ins with the agency mentor will be required during the semester the misconduct occurred and the following semester, in order to evaluate the student's performance in the Professional Internship with regards the commitment to work, regular and timely attendance, dependability, communication, responsible and professional behavior. This communication will be between the mentor and the Coordinator of the Professional Internship Track.
5. Student may be required to create a flowchart or journal addressing the infraction and decisions that led to falling out of compliance with the Code of Conduct. This will be used as a basis for discussion with the Dean of Students or other counseling professional, and as a tool for improving decision-making going forward.
6. If others have been negatively impacted by the infraction (students, faculty and/or agency personnel), the student may be required to participate in a Restorative Practice Activity to include those affected. It is intended that this Activity serve as an academic and professional form of ho'oponopono, "setting things right."
7. If the student is determined by the Director, Associate Director, and in the case of Professional Internship students the track Coordinator, to have successfully completed the set of requirements listed here at the end of the first semester following the non-compliance, the student will be restored to good standing in the program. Some requirements may be continued beyond one semester if it is determined that the student will benefit and if successful completion of requirements is probable.
8. If the student does not successfully complete the determined set of requirements, the TCBES Director and Associate Director will evaluate the student for suspension or dismissal from the program.

Appeal process

The Professional Conduct Policy provides students the right to appeal a decision derived from this policy. The appeal must be based on:

- The discovery of new evidence or information not available during the investigation that could have altered the decision.
- Severe procedural irregularities.
- Inappropriate or lenient sanctions.

An appeal must be submitted to the TCBES Director within ten business days from the date of the written decision.

The TCBES Director and Associate Director will evaluate the appeal and reach a final determination with the Executive Committee.

Student Conduct Records

In accordance with UH Hilo's Student Conduct Code guidelines, any disciplinary action will not be part of a student's academic record, but will be a part of the student's disciplinary record. Those records will be retained for five years from the date of the final decision, after which time they will be eliminated.

Approved by:

TCBES Executive Committee 12 yes: 0 no: 0 abstain 03/30/2022

TCBES Faculty 15 yes: 0 no: 0 abstain 04/08/2022

Appendix:

Academic Check-in

Semester:

Student's Name:

Student's Program:

Course name and number:

Instructor:

Please answer the questions below and return responses to the TCBES Director. Mahalo for your assistance.

Academic performance:

1. What is the student's current grade in the course?
2. Has the student been producing high-quality work?
3. Does the student submit assignments on time?
4. Does the student engage in course discussions?

Professional conduct:

1. Does the student regularly attend class and show up on time?
2. If the student is absent, do they communicate with you?
3. Does the student conduct themselves in a professional manner in the classroom?

Additional comments:

Please feel free to provide additional feedback on any areas of concern about the student's academic performance or professional conduct.