Business Leader Development Program Code of Conduct and Contract

1) Seminar: The BLDP seminar is my first-step in the program. While BLDP seminars are pass/no credit at present, the work is graded and scored just like a conventional class. Regular attendance and participation is of paramount importance given the nature of the program. As a member of BLDP, I will:
   a. Attend the seminar regularly (one absence allowed with make-up assignment),
   b. Arrive on time for the seminar unless prior arrangements have been made,
   c. Be aware of all seminar policies and responsibilities as outlined in the course syllabus,
   d. Conduct myself professionally with all executive speakers and on all field trips, and
   e. Send thank you notes as assigned to our guest executives.

2) Shadowing: The Executive Shadowing program matches you with an executive to spend time learning about their career. If I apply and am selected for this program, I will:
   a. Initiate contact with my executive and schedule a mutually-acceptable time,
   b. Follow through with my appointment as scheduled,
   c. Contact the BLDP Director immediately with any problems or questions,
   d. Follow through with thank you notes and a summary submitted to the Director.

3) Representing BLDP and the School of Business: As a BLDP member, you may volunteer to represent the BLDP, the School of Business, and/or our campus at various events. If participating, I will:
   a. Conduct myself professionally at all times,
   b. Prepare for speaking in advance and share accurate information with the audience,
   c. Arrive on time and be appropriately dressed, and
   d. Speak respectfully and factually without bias or misrepresentation.

4) BLDP Events and Attendance: BLDP offers many events such as workshops, executive lunches, and other networking activities. If I sign up, I will:
   a. Be prompt in attending the event, and
   b. Cancel in advance if not attending.

5) Professionalism: BLDP members are expected to exhibit professionalism on campus and in the business world. As a member of BLDP, I will:
   a. Adhere to best practices regarding social media use (e.g. no inflammatory posts),
   b. Maintain a positive presence on LinkedIn (if applicable), and
   c. Act courteously and professionally in your role as a BLDP member.

I understand and agree to the expectations outlined above.

I accept full responsibility for my actions, including potential negative consequences (i.e. disqualification from attending a BLDP event, not “passing” the seminar, writing a statement of reflection, not being awarded BLDP designation upon degree completion), that may result in the event that I deviate from the expectations stated in this contract.

Student signature:_____________________________________

Student Name (please print):____________________________ Date: _________________