

MJC COMMUNITY EDUCATION

CODE OF ETHICS

The function of Community Education is to provide short-term classes, conferences, trips, tours, seminars and cultural presentations designed to improve the quality of life for all ages within the community. The unit fulfills the MJC mission statement: *"Modesto Junior College is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens."*

As part of the overall expectations for instructors and students, the following are to be adhered to:

- Instructors are expected to be honest and accurate in their qualifications and experience, extremely well versed and knowledgeable of the subject matter they are presenting.
- Instructors are expected to uphold the principle of "Excellence in Teaching" with subject matter that is current, accurate, and presented in a manner easily understood by student.
- Subject Matter is to be presented with unbiased viewpoints.
- Instructors and students are to be treated with courtesy and respect.
- Duplicated materials must conform to copyright laws.
- In order to be fair and equitable to instructors and students, instructors clearly and explicitly are not allowed to solicit business for personal gain in the classroom nor utilize email addresses of students enrolled in Community Education classes. Materials containing advertising, including business cards, are also not allowed.
- When supplies are needed for a class, instructors are advised to suggest that students either find their own or provide a list of possible vendors in the local area, which may include their own business.
- Any business transaction resulting from a class is the responsibility of the student, not the College nor the District. The College is not responsible for actions taken outside of the classroom. Your support in upholding this code of ethics is appreciated.

Date

Instructor Signature

