



Communication, Professional Conduct, Equity and Inclusion

DATE: September 21, 2023 PRESENTED BY: Karen B. Eden, PhD

Objectives of Presentation

- Overall view of the importance of communication with instructors and others in the department
 - It's a 2-way street
 - Student's responsibility to speak up – ask questions of Instructor, TA and Administrative staff
- Point out some key areas to review on professional behavior and ethical standards
 - Developing exceptional writing skills
 - Developing solid mentor/mentee relationships
 - Committing to Ethical Standards in ALL research activities
- Discuss the Commitment to Diversity by OHSU and DMICE
 - OHSU Diversity Office
 - DMICE Diversity Plan
 - Exceptions for individual ongoing diversity training

Overall Communication -Listed in Course Syllabus

DMICE COMMUNICATION POLICY

- If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
- If the student does not receive a response from the instructor within 2 business days, please contact the TA (if there is one). When contacting the TA please cc the instructor and Vanessa Reeves, reevesva@ohsu.edu
- If a student does not receive a response from the TA within 1 business day (not including weekends), please should contact Vanessa Reeves, reevesva@ohsu.edu and cc the instructor and the TA.

Overall Communication

-Listed in Course Syllabus (cont.)

- If Vanessa does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.
- Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 9 pm and weekends from Noon to 5pm. Do not contact the instructor.
- Please use professional etiquette when communicating with peers and the instructor. This means avoiding aggressive or offensive language, showing respect for others' opinions and positions, and conducting yourself as if you were face to face with them. Please pay special attention to etiquette in class forums and when using email. If you notice someone violating this policy, please make the instructor and TA aware of the problem.

Communication: Best practice for mentor and mentee and Ethical Behavior

School of Medicine Website:

[Ethics: How do ethics intersect with the mentee-mentor relationship](#)

Ethical Standards -Listed in Course Syllabus

ACADEMIC HONESTY

- Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See [Copyright at OHSU](#) and
- <https://www.ohsu.edu/school-of-medicine/medical-informatics-and-clinical-epidemiology/student-resources-and-forms> for more information on citing sources and recognizing plagiarism.

Use of “Turn-It-In” -Listed in Course Syllabus

- In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student’s submitted work against multiple sources.
<http://turnitin.com/>
- To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

Excellence in Writing

- Brush up on basic writing skills if you have not taken a college course for awhile
- Take Department Writing Course (required for some programs)
- Speak with your instructor, mentor, TA if you feel you need help
- Understand the culture of academic writing in the U.S.
 - Follow the style guide that instructor wants- APA, MLA, etc.
 - Be very careful to follow citation principles within the text of the narrative.
 - Develop professional References
 - Avoid “Plagiarizing”

Complete the required training

Students are responsible for knowing and completing different policies:

- Complete Responsible Conduct of Research (RCR) in Compass at <https://o2.ohsu.edu/integrity-department/conflict-of-interest/index.cfm>

See also:

- [Professional Conduct Policy](#)
- [How to Recognize Plagiarism](#)
- [Compass Trainings](#) listed in “Welcome” letter

Equity and Inclusion

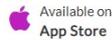
–Listed in Course Syllabus

COMMITMENT TO EQUITY AND INCLUSION

Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Office of Civil Rights Investigations and Compliance (OCIC) at 503-494-5148 or ocic@ohsu.edu Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator at 503-494-5148 or titleix@ohsu.edu

Get The Respect For All App Today

App for OHSU students, faculty, and staff in conjunction with the Respect For All training.



Requires Chrome, Firefox, Edge, Safari or Opera



<https://ohsurespectforall.com>

Funded by a grant from the Oregon Department of Justice, Victims of Crime Act (VOCA) and OHSU.

Expectations: DMICE Diversity Plan

- Engage and participate in community diversity events, outreach and partnerships by creating a schedule of possible events and a list of departmental personnel to attend such events. Based on the total number of possible events, their timing, and their specific focus, define a list of relevant events and attend several each year.
 - Widely distributed through OHSU website, SOM news, etc.
 - Distributed within department communication as well
- Document 2 diversity events attended by individual (can be discussions in meetings, e.g. read and discuss an article or attend lectures, workshops and/or webinars on diversity, equity and inclusion issues in workplace).
 - Each year we survey faculty, staff, and those NIH student grantees to document our successes

Center for Diversity & Inclusion:

<https://www.ohsu.edu/center-for-diversity-inclusion>

Professional Conduct

Plagiarism

Difficult words : “You plagiarized.” If your TA or your Instructor indicates that you used someone else’s work, without citing it in your narrative or in your reference list, contact your instructor immediately. They may discuss options with you, and/or you will be reported to the Professional Conduct Committee in DMICE

- **Most complaints are handled by the Professional Conduct Committee in DMICE**
- If unacceptable conduct has occurred, sanctions may be recommended, including
 - A change in grade for the course. (Note: the instructor may, in addition, change a grade on any assignment involved)
 - Letter of reprimand
 - Probation
 - Recommendation to the Dean for suspension or dismissal

Professional Conduct Policy for Graduate Programs of the School of Medicine
Approved by Graduate Council: 1-11-05

1. General statement of ethics and professional behavior



These guidelines have been developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual.

following:

- Academic achievement demonstrated by successful completion of coursework and substantial progress in research training
- Pursuit of knowledge that enhances the image of the University and the student's professional field
- Advancement of the University mission through research, education, healing and community service
- Respect for human and animal participants in research and treatment of these participants in a thoughtful and humane manner
- Responsible conduct in the acquisition and communication of scientific findings
- Favorable representation of the institution during all professional activities
- Stimulation of interactions with colleagues to enhance the extended professional community
- Achieving the highest standards of relevant professional fields and societies

3. Statement of meritorious behavior

Additional activities exist for graduate students to enhance their experience in higher education. These endeavors extend beyond the general performance expectations and can significantly enhance their overall professional training and serve the higher goals of their institution and profession. It is important that these activities are encouraged, acknowledged and cultivated

Professional Conduct Policy for Graduate Programs of the School of Medicine
Approved by Graduate Council: 1-11-05

1. General statement of ethics and professional behavior

Graduate professional training includes more than coursework. An essential facet of this training is the acceptance of a code that outlines responsible behavior for the students. This code specifies the obligations students have to others, to their program and profession, to their institution and to the public. These guidelines have been developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. Learning and adhering to this code will create a positive academic atmosphere and expose the student to behaviors and attitudes required for success in the academic community.

2. Expectations of a graduate student

Behaviors and activities expected of all graduate students of the School of Medicine include the following:

- Academic achievement demonstrated by successful completion of coursework and substantial progress in research training

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- Academic achievement
 - Pursuit of knowledge
 - Advancement of the University mission
 - Respect
 - Responsible conduct in science
 - Favorable presentation of the University

community

- Achieving the highest standards of relevant professional fields and societies

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- Stimulation of interactions with colleagues to enhance the extended professional

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- Publishing
 - Building teaching and communication skills
 - Involvement in professional societies
 - Community outreach for the sciences

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Thank You