

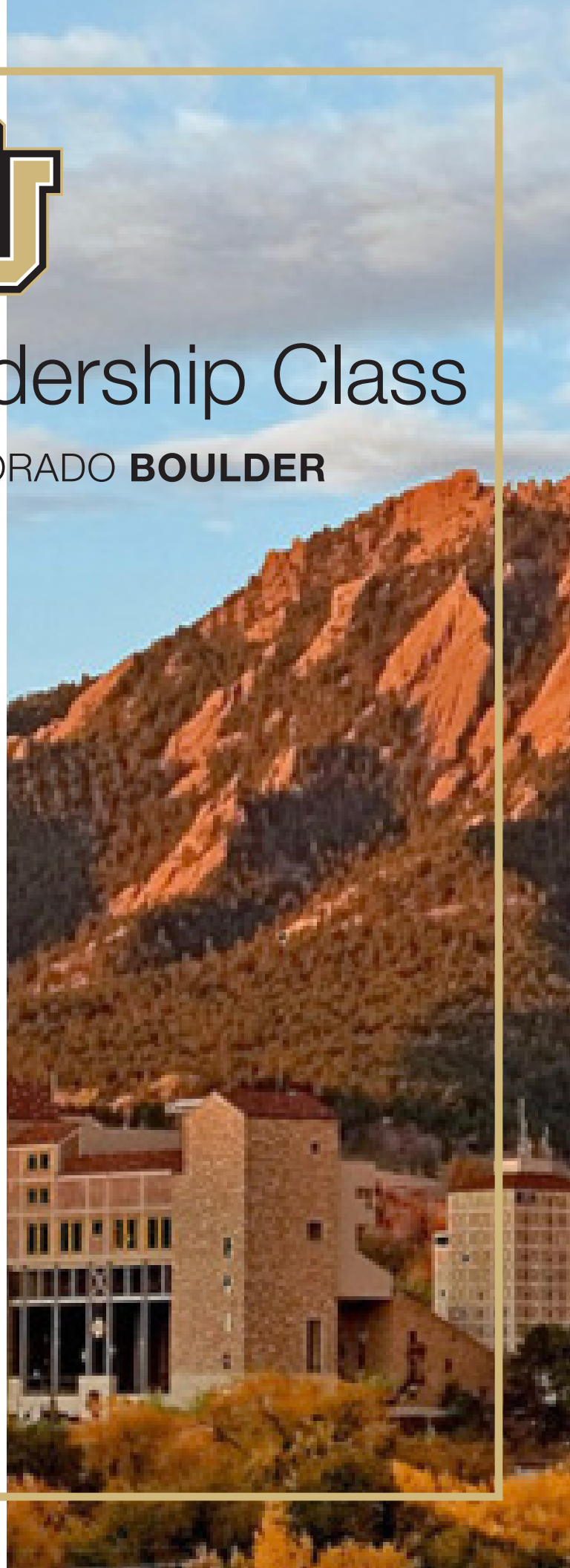


# Presidents Leadership Class

UNIVERSITY OF COLORADO **BOULDER**

8  
POLICIES

NEGOTIATIONS



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# A New Scholar in PLC

As a new scholar in the PLC community, you are agreeing to practice the PLC values, live up to our everyday expectations, and participate in the foundational components and pillars of the program for the duration of your undergraduate career. This commitment has molded scholars into thoughtful and resilient leaders for the past fifty-two years. We expect this to be the case with your cohort and far into the future.

You will now be introduced to the expectations and policies that you will need to know to be successful in the program. The PLC expectations either match or complement the policies of the University of Colorado Boulder. Violation of University of Colorado Boulder and/or PLC policy will be addressed by professional staff and faculty, and could result in dismissal from the program.



## Everyday Expectations

In PLC, we expect our students, staff, and faculty to operate at a high level of character. The list below details our expectations of you everyday, on and off campus.

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We interact and **communicate with integrity, honesty, transparency, and compassion** on and off campus.

We strive to **increase and amplify diversity, inclusion, and equity** for all members and employees of the program, as well as diverse representation in the resources we use, and the opportunities we offer.

We **embrace our own strengths with the humility** and recognition of others' strengths - we strive to know when it is best to lead, and when it is best to follow.

We **embrace service for societal change as a fundamental characteristic of great leadership** and work to emulate great leaders by serving our communities.

We encourage the combination of **creativity, inquiry, reflection, and the natural instinct to take action** in order to provide solutions to complex problems - working towards challenging the status quo.

We develop our **resilient approach to adversity**, and acknowledge that personal and professional growth comes through discomfort and challenge.

We recognize our place in the world through **self-awareness in relation to others, cultures, and environments**.

# From the Academic Director

Welcome to the Presidents Leadership Class (PLC)!

We are thrilled to have you join this dynamic and forward-thinking community. As you wrap up the end of this current chapter and prepare to start the next phase of your leadership journey at CU and in PLC, I want to convey my high expectations for you as well as my deeply held belief in your leadership potential.

Starting this August and continuing through the fall and spring semesters of your first year in PLC, you will be enrolled in a three-credit academic course designed specifically to develop and further build your leadership skills. This course features a comprehensive curriculum that includes Monday and Wednesday evening lectures and a Thursday recitation. The PLC curricular experience is designed with engaging lectures, experiential elements, interactive discussions, and opportunities to hear from a range of voices including those in the PLC student and alumni communities, the campus, and broader external communities. We have worked diligently to curate a classroom experience that provides you with invaluable insights and tools to enhance your leadership abilities, practice leadership in real time, and grow in your personal and leadership identities.

There are a few general expectations I want to share now, and we can further discuss at orientation/the start of the semester:

1. **Full attendance and active participation** in all academic components are required during your first year in PLC. There may be schedule conflicts that arise from time-to-time – it will be your responsibility to communicate in advance about these conflicts so alternative arrangements and/or make up work can be determined.
2. As part of the culture of professionalism PLC strives to foster, we do have **attire guidelines** for class meetings and guest speakers. Business casual attire is worn for most classes and business professional attire is worn for presentations and guest speakers.
3. Another way we practice professional and build skills in this area is by intentional note taking during classes and limiting outside distractions. As such, classes have a **no device policy**. There may be times when you are asked to bring your device for specific projects or assignments but for the typical class, it is expected that your devices (phones, tablets, laptops, other) are packed away for the duration of class and you take notes by hand. This allows you to be present and engaged and also limits distractions to those around you.

I expect each of you to bring your unique perspectives, energy, and commitment to every class and activity. Your dedication and active participation will not only enrich your own learning experience but also contribute significantly to the collective growth of our PLC community. I look forward to getting to work with you, witnessing your progress, and celebrating your achievements throughout your time in PLC. Welcome, and here's to the upcoming year of learning, growth, and leadership! Feel free to reach out with any questions or concerns – I will be checking email periodically over the summer.

Sincerely,



JulieMarie A. Shepherd Macklin, Ph.D.

Teaching Associate Professor, Presidents Leadership Class, University of Colorado

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# PLC Code of Conduct

The Presidents Leadership Class holds students to the highest ethical, moral, and academic standards. Furthermore, the PLC curricula cultivates an environment of continual introspection and encourages students to apply leadership concepts to their everyday lives. Therefore, the expectations placed on students often extend to and encompass aspects of the students' personal lives. PLC students must recognize that they act as representatives of the program and the University at all times.

**PLC expects its students, faculty, and staff to uphold the University of Colorado Student Code of Conduct, Honor Code, and the Colorado Creed, in addition to abiding by the additional policies outlined below.**

University of Colorado Student Code: <https://www.colorado.edu/sccr/students/honor-code-and-student-code-conduct>

## COLORADO CREED

As a member of the Boulder community and the University of Colorado, I agree to act with honor, integrity, and accountability in my interactions with students, faculty, staff and neighbors. Respect the rights of others and accept our differences. Contribute to the greater good of this community. I will strive to uphold these principles in all aspects of my collegiate experience and beyond.

## Alcohol Policy

Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages in violation of law or CU Boulder policies. This includes, but is not limited to:

- Use or possession of alcoholic beverage by an individual under the age of 21;
- Intoxication to the point of endangering oneself or another person's health/safety
- Driving while under the influence of alcohol regardless age

## Drug Policy

Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of CU Boulder policies or law, including, but not limited to, marijuana, methamphetamine, cocaine, opiates, LSD, 5 hallucinogenic mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substance or any substance used for an intoxicating effect. **This includes a prohibition of any marijuana use or possession, including medical marijuana, on campus, campus properties, or while participating in CU Boulder sponsored activities.**

## Retaliation Policy

Retaliating against or discouraging, directly or through third parties, an individual from participating in a grievance, adjudication, or resolution process, including a CU Boulder, civil, or criminal process. To be considered retaliation there must be a causal connection between a materially adverse action and the act of reporting a violation or participating in such a process.

# Academic Misconduct

Academic Misconduct includes any act in which a student gains or provides, or attempts to gain or provide, an unfair academic advantage. These acts include, but are not limited to the following attempts to engage in the following:

## Cheating

- Use of prohibited notes, study aids, or other explicitly prohibited course materials;
- Allowing another party to do one's work/exam and turning in that work/exam as one's own;
- Copying coursework from another student or from an unauthorized source (including internet);
- Collaborating on coursework when prohibited;
- Failing to abide by the specific written course instructions (including to what extent AI is permitted), including, but not limited to, exams, homework assignments, presentations, team teaches, etc.
- Clicker Fraud. Using, or having someone else use, clicker technology improperly in an effort to receive academic credit.

## Plagiarism

- Portrayal of another's work or ideas as one's own;
- Improper citation of another's work;
- Improper citation of one's own previous work;
- Use of paper writing services or technology (such as essay bots or other AI) whether paid or unpaid

## Generative AI Tools

Generative artificial intelligence tools – software that produces text, images, computer code, audio, video, and other content – have become widely available. Well-known examples include ChatGPT, Gemini, Copilot, among others. This policy governs all such tools currently available (not just those listed) as well as any new tools developed.

## Guiding Principles

As members of PLC, you are expected to abide by PLC's code of conduct and the CU Honor Code and exhibit ethical behavior and decision-making in and out of the classroom. In addition to these expectations, PLC is introducing policy language around the use of generative AI tools in PLC classes and other PLC programming.

Part of developing extraordinary leaders of character is developing and strengthening students' authentic critical thinking, analysis, and creativity skills. An overreliance on generative AI tools can hinder the development of these skills and inappropriate use of generative AI tools runs counter to PLC's standards and expectations for ethical conduct.

Ethical leadership requires honesty about one's own thinking, effort, and authorship, which is foundational to trust within PLC and the broader academic community. Decisions about how generative AI is used shape and reflect the habits of integrity, accountability, and transparency students will carry into their professional and civic lives.

## Official PLC Policy

In no circumstances (academic or other PLC programming) shall generative AI tools be used to create and submit entire or substantially complete works. For PLC classes, course instructors will communicate class and assignment-specific expectations for AI use. For PLC programming, professional and/or student staff will communicate any relevant AI usage guidelines and expectations. If/when generative AI tools are allowed, the minimum considerations should be followed:

- Any use of generative AI must be clearly disclosed and appropriately cited
- Students should follow the relevant citation standards (e.g., APA, MLA)

- Generative AI may not be used to create content, that is copy-pasted into a submitted assignment unless explicitly permitted
- Students are responsible for the accuracy of any information generated by AI tools and must independently verify all content
- If permitted, any AI-generated images, figures, or graphics must also be properly cited

Allowable uses of AI tools (unless expressly prohibited for a specific assignment or class) include: brainstorming;

- initial research;
- outline generation;
- spell and grammar checks;
- proofreading.

Failure to abide by this policy and/or specific course policies about generative AI will be dealt with accordingly. Consequences could include: having to redo the assignment or task; receiving a failing grade on the assignment or in the class; referral to the University Honor Code; and/or dismissal from PLC.

Bring any questions or clarifications about AI use to Academic Director Dr. Shepherd Macklin; course instructors; professional staff; or CAs.

## Amorous Policy and Conflict of Interest

An amorous relationship between two individuals constitutes a conflict of interest **when one of the individuals has direct evaluative authority over the other**, and requires that the direct evaluative authority be eliminated.

Problems often arise with amorous relationships in situations where one party is the supervisor and the other the supervisee. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised.

The following relationships are considered **amorous relationships with a conflict of interest** and require reporting:

- Professor and student
- TA and student
- CA and PLC student in their assigned recitation
- PLC professional staff and PLC students and/or student staff members
- Director of Student Staff and student staff member

If you find yourself in a relationship with your CA, for example, please notify professional staff and faculty so that you can be moved to a different recitation. You are allowed to date your PLC peers, but we must remove the conflict of interest or supervisory relationship.

**If you are ever approached, romantically, by someone in a position of authority or supervisory position, please notify PLC professional staff right away to help you negotiate and navigate proper protocol and reporting.**

# Communication & Email Policy

In accordance to the university email communication policy, the **Presidents Leadership Class utilizes email as its primary means of communicating with its students.** Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, e-mail as the need arises.

You should **establish the habit of checking your email once daily** during the academic year. Email is the main form of professional communication and demands your diligence and professionalism. Practicing professional email etiquette during your time in PLC will adequately prepare you for professional communication in your future career.

If a response or an action is requested by the author of an email, it is a **best practice to respond appropriately within 24 hours and no more than 48 hours.** If you are not able to respond with an adequate answer or action, you should develop the practice of responding with a short reply of acknowledgement and follow-through at a time you specify.

***“Thank you for your email. I am unable to get to the items you have requested today, but I will respond no later than Wednesday, Oct. 3, with all of the information you need.”***

Along with your university email, PLC will use the following platforms to communicate with students. All students are expected to pay express attention to all items communicated to them on a daily basis.

- **PLC Connection** weekly newsletter
- **@cuboulderplc** (program Instagram account)
- Google email groups (cohort groups, major groups)
- **Community Coordinator weekly emails**
- Group chats, group texts

The **PLC Connection** is the **weekly electronic newsletter** that is designed and written by the PLC Socials Coordinator on Student Staff.

The **PLC Connection** contains:

- important events, both required and optional,
- reminders about **due dates**,
- scholarship announcements,
- opportunities for **jobs and internships**,
- special acknowledgment of achievement of PLCers,
- program teasers and information session information, etc.

The PLC Connection is one of the **best sources of information** for you as a PLC student. It is in your very best interest to open and read the PLC Now each week.

Additionally, the PLC Connection is a **place where you can post** your asks for volunteers for projects or events, notifications of events for other groups you participate with, jobs and internships you are trying to fill, news about unique opportunities for PLCers, etc. To submit a posting for the PLC Connection each week, you can enter your information on the **PLC website > Media & Events > PLC Communications Submissions.**

Please have your **entries submitted no later than Tuesday, 9AM** of the week you want your post to appear.

## Attendance & Cancellation Policy

Much of the PLC experience is based on students learning from each other. Therefore, **attendance at all classes is mandatory**. PLC is most effective if you attend and participate in the classes and complete the course work. Attending and participating in lecture, recitation, and other PLC events is expected from all scholars.

The attendance policy and how it affects your grade is **determined by individual professors** and communicated in the course syllabus.

Attendance is also **required, highly encouraged, or optional** at other PLC programming events. Expected attendance will be communicated prior to the event date. If you must cancel your participation in a required event, due to non-negotiable circumstances, you are required to find a replacement. When you RSVP yes to an event, it is your responsibility to follow through and attend the event.

- PLC believes in preparing its students to be as successful as they can. It is important for your own **professionalism and respect** to follow through with commitments you have made.
- Often, a student's place is paid for in advance of the event. Not attending is, therefore, an unwarranted drain of PLC program limited funding.
- Many opportunities are only available to PLC students because community supporters feel that our students are responsible and **follow-through on commitments**. Canceling on these individuals is unprofessional and may cause them not to offer these experiences in future years.

## No-Device Policy

Professors, professional staff, or student staff members may implement our No-Device Policy in lecture, recitation, at PLC events, and other PLC programming (service, Deep Dives, etc.) Our No-Device Policy is not a form of punishment but rather **an opportunity to develop your personal and professional growth**.

When you are not using devices during class and other events you experience the following:

- **Increased focus & greater content comprehension**
- **Present-moment awareness**
- **Interpersonal engagement**
- **Practic or active listening skills**

We will use technology and devices to enhance learning and create a classroom atmosphere where students understand the value of **using tech tools balanced with traditional educational experiences**.



# PLC Dress Code

Per our leadership development competencies, professional and academic excellence are practiced and honed throughout your time in PLC. Learning and practicing dressing professionally will prepare you for job interviews, professional work environments, etc. Our dress code promotes respect for yourself and respect for the guest speakers and industry leaders that present to PLC throughout the semester. Research also shows that dressing up changes your way of thinking - you think more globally when dressed more professionally. PLC scholar attire should reflect professionalism, respect for those who support the PLC program, respect for fellow students, self-respect and confidence. You should dress in business professional attire at PLC guest lectures and special events unless otherwise announced.

**Business professional** or business formal attire can be equated to what you would wear to an interview, to a debate competition, to court, etc. **Business casual** attire is a step down in formality and is expected at all other PLC First-Year lectures. Please ask a professional staff what is and what is not appropriate to wear for PLC. You are not expected to invest in a large business wardrobe. Wearing the same one or two outfits during the year is perfectly acceptable. Your **professional development in presence and composure** is directly tied to representing yourself in the best way possible and in attire appropriate for different situations.

\*\* Please contact the PLC staff if you do not think you can meet the PLC Dress Code requirements for various reasons (this does not include style preference). The staff will help you meet the requirements.\*\*

## Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

### Business Professional

JOB INTERVIEWING ATTIRE



- CLOTHES SHOULD BE:**
- SOLID, DARK OR NEUTRAL COLORS
  - LIGHT COLORS CAN BE WORN UNDERNEATH
  - NO STRIPES OR BRIGHT PRINTS/COLORS

- SHOES SHOULD BE:**
- CLOSED-TOE HEEL OR DRESS SHOES

**SUIT JACKET & PANTS/SKIRT** SHOULD BE MATCHING COLORS

#### PERSONAL ITEMS & CELL PHONES

Keep cellphones turned off and out of sight with personal items



Carry a portfolio, professional bag or simple purse

**BRING ESSENTIALS ONLY!**

### Business Casual

DAILY WORK ATTIRE

#### BUSINESS CASUAL COLORS & STYLES

- NICE PANTS/SLACKS
- DRESSES
- NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR



**SKIRTS & DRESSES** should be knee length when standing and thighs covered while seated

#### TIES

OPTIONAL



#### JACKETS & SHOES

Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in



### General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

- CLOTHES SHOULD BE:**
- TAILORED
  - IN GOOD CONDITION
  - WRINKLE & LINT FREE



**HAIR**  
Well groomed hairstyle



**NAILS & MAKEUP**  
Natural in style



**JEWELRY & FRAGRANCE**  
Wear moderate jewelry with mild fragrance



**PIERCINGS & TATTOOS**  
Align to company culture or standards



**NEAT & CLEAN**  
DRESS SHOES

## Violation, Notification, Resolution Policy

If and/or when any University or PLC policy has been violated, the following process will occur for proper notification, resolution, and possible program dismissal (due process).

- Individual will be notified of violations via email in a timely manner, in-person meeting scheduled
- In-person meeting will occur to hear and record both sides of the infraction
- Performance goals will be created and assigned, if appropriate, and followed by a summary email
- Follow-up meeting will be scheduled and held to determine the resolution or further action
- If goals are reached, resolution will be approved. If goals are not met, program dismissal will occur.
- Resolution or dismissal will be conducted by email from program director.

## PLC Code of Conduct Agreement

I (please print your full name) \_\_\_\_\_  
have read and agree to abide by the University of Colorado Boulder and the Presidents Leadership Class Codes of Conducts, all PLC policies, Everyday Expectations, and the PLC Dress Code for the duration of my academic tenure at the University of Colorado Boulder and a member of the PLC community. I further understand that consequences might be incurred, as determined by the University and/or the Director of PLC, if I violate any part of these codes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

