





**Planner**

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**Student Handbook**

# Ethics



# August



We want Spartans to practice their professions in an ethical manner. This expectation begins your first day at MSU and continues after graduation.

Unethical behavior as a student includes scholastic dishonesty, mistreatment of fellow students, misrepresentation and more. Punishments can be severe. Employers have the same expectations.

Punishments for unethical behavior can range from light punishments such as removal from a class, to more severe punishments such as expulsion.

Friday 08/01

Tuesday 08/05

Saturday 08/02

Wednesday 08/06

Sunday 08/03

Thursday 08/07

Monday 08/04

Tip of the week

Unethical behavior includes scholastic dishonesty, mistreatment of fellow students, misrepresentation and more.

# August



Friday 08/08	Tuesday 08/12
Saturday 08/09	Wednesday08/013
Sunday08/10	Thursday 08/14
Monday 08/11	Tip of the week
	Ethical behavior begins your first day of being a Spartan, and lasts for the rest of your life

# August



Friday 08/15	Tuesday 08/19
Saturday 08/16	Wednesday 08/20
Sunday 08/17	Thursday 08/21
Monday 08/18	Tip of the week
	Punishments for unethical behavior can range from removal from a class, to being expelled from the university.

# August



Friday 08/22	Tuesday 08/26
Saturday 08/23	Wednesday 08/27
Sunday 08/24	Thursday 08/28
Monday 08/25	Tip of the week
	Employers have the exact same expectations as MSU professors. It's better to learn now instead of later.

# August



Friday 08/29
Saturday 08/30
Sunday 08/31

# Class Notes



# September



Class lectures are copyrighted and owned by the professor or instructor. When you take a class, you are given a “license” to use that copyrighted lecture material for your own educational purposes.

Those who choose to share notes with students must do so in a legal manner. Sharing notes for money is **ILLEGAL** and considered academic misconduct. If you share notes illegally, you may get a lower grade, fail an assignment, the whole class or even be expelled – not to mention being guilty of a crime.

Monday 09/01	Friday 09/05
Tuesday 09/02	Saturday 09/06
Wednesday 09/03	Sunday 09/07
Thursday 09/04	Tip of the week
	Class lectures are copyrighted and owned by the professor or instructor.

# September



Monday 09/08	Friday 09/12
Tuesday 09/09	Saturday 09/13
Wednesday 09/10	Sunday 09/14
Thursday 09/11	Tip of the week
	When you take a class, you are given a “license” to use that copyrighted lecture material for your own educational purposes.

# September



Monday 09/15	Friday 09/19
Tuesday 09/16	Saturday 09/20
Wednesday 09/17	Sunday 09/21
Thursday 09/18	Tip of the week
	Sharing notes for money is ILLEGAL and considered academic misconduct.

# September



Monday 09/22	Friday 09/26
Tuesday 09/23	Saturday 09/27
Wednesday 09/24	Sunday 09/28
Thursday 09/25	Tip of the week
	If you share notes illegally, you may get a lower grade, fail an assignment, the whole class or even be expelled – not to mention being guilty of a crime.

# September



Monday 09/29
Tuesday 09/30



# Plagiarism



# October



Plagiarism is claiming the words or ideas of another person as if you created them yourself. Anything you represent as your work should be just that – solely your work. Any exceptions (such as quotes) should be clearly marked. An easy way to avoid plagiarism is to put anything you copy from someone else in quotation marks and provide a citation to the original source.

Generally, if you write more than three words in a row exactly the same as a source you are using, you might be plagiarizing. If you get an idea from anything you watch, hear, or read, and you use that idea in your own work, cite your source.

“Plagiarism” is clear scholastic dishonesty.

Wednesday 10/01	Sunday 10/05
Thursday 10/02	Monday 10/06
Friday 10/03	Tuesday 10/07
Saturday 10/04	Tip of the week
	Plagiarism is claiming the words or ideas of another person. Anything you represent as your work should be just that solely your work.

# October



Wednesday 10/08	Sunday 10/12
Thursday 10/09	Monday 10/13
Friday 10/10	Tuesday 10/14
Saturday 10/11	Tip of the week
	An easy way to avoid plagiarism is to put anything you copy from someone else in quotation marks and provide a citation to the original source.

# October



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Friday 10/17	Tuesday 10/21
Saturday 10/18	Tip of the week
	Generally, if you write more than three words in a row exactly the same as a source you are using, you might be plagiarizing.

# October



Wednesday 10/22	Sunday 10/26
Thursday 10/23	Monday 10/27
Friday 10/24	Tuesday 10/28
Saturday 10/25	Tip of the week
	If you get an idea from anything you watch, hear, or read, and you use that idea in your own work, cite your source.

# October



Wednesday 10/29
Thursday 10/30
Friday 10/31

# Laptops and Cellphones



# November



The use of laptops in class is a privilege. Using your laptop for purposes other than note taking distracts your classmates and will not be tolerated. Cellphones should never be used in class. Employers would also consider these actions inappropriate, and faculty have a responsibility to help you prepare for your career. As a result, we may reduce your grade for violating this policy.

Students should not use laptops for activities such as checking facebook, watching videos, chatting with friends, or any other behavior that is not class-related.

Saturday 11/01	Wednesday 11/05
Sunday 11/02	Thursday 11/06
Monday 11/03	Friday 11/07
Tuesday 11/04	Tip of the week
	The use of laptops in class is a privilege. Using your laptop for purposes other than note taking distracts your classmates and will not be tolerated.

# November



Saturday 11/08	Wednesday 11/12
Sunday 11/09	Thursday 11/13
Monday 11/10	Friday 11/14
Tuesday 11/11	Tip of the week
	Cellphones should never be used in class. Employers would also consider these actions inappropriate.

# November



Saturday 11/15	Wednesday 11/19
Sunday 11/16	Thursday 11/20
Monday 11/17	Friday 11/21
Tuesday 11/18	Tip of the week
	Students should not use laptops for activities such as checking facebook, watching videos, chatting with friends, or any other inappropriate behavior

# November



Saturday 11/22	Wednesday 11/26
Sunday 11/23	Thursday 11/27
Monday 11/24	Friday 11/28
Tuesday 11/25	Tip of the week
	We may reduce your grade for violating the cellphone and laptop policy.

# November



Saturday 11/29
Sunday 11/30

# Attendance, Tardiness, Late Work



# December



Part of your education is to learn proper expectations of workplace etiquette. This includes attendance. Employers don't let you miss work without a good reason. Skipping class is no different. You can't expect to learn if you aren't there, and it is wrong to expect your fellow students to cover for you.

Except where an absence is for a legitimate reason, such as illness or a conflicting education related event, absence from a scheduled class violates our policies. Your grade can be reduced. Anyone helping to cover for a missing student is engaging in scholastic dishonesty.

All professionals must manage deadlines. We're preparing you for a professional position. As a result, we don't allow late work because your employers won't either. Faculty have the responsibility to give little – or even NO – credit for any work that is even one minute late.

Monday 12/01	Friday 12/05
Tuesday 12/02	Saturday 12/06
Wednesday 12/03	Sunday 12/07
Thursday 12/04	Tip of the week
	You can't expect to learn if you aren't there, and it is wrong to expect your fellow students to cover for you.

# September



Monday 12/08	Friday 12/12
Tuesday 12/09	Saturday 12/13
Wednesday 12/10	Sunday 12/14
Thursday 12/11	Tip of the week
	Except where an absence is for a legitimate reason, such as illness, absence from a scheduled class violates our policies.

# December



Monday 12/15	Friday 12/19
Tuesday 12/16	Saturday 12/20
Wednesday 12/17	Sunday 12/21
Thursday 12/18	Tip of the week
	Your grade can be reduced. Anyone helping to cover for a missing student is engaging in scholastic dishonesty.



# September



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Tuesday 12/23	Saturday 12/27
Wednesday 12/24	Sunday 12/28
Thursday 12/25	Tip of the week
	As a result, we don't allow late work because your employers won't either. Faculty have the responsibility to give little – or even NO – credit for late work.

# December



Monday 12/29
Tuesday 12/30
Wednesday 12/31

# Résumés



# January



When you start job hunting, you'll be competing against other well-educated individuals like you. Think ahead by preparing a résumé and making your personal plan for success. The sooner you make a résumé, the sooner it can develop into a living document that represents you best.

Résumé workshops and help are offered at MSU CAS Career Services in 181 Communications Arts and Sciences Building and the Writing Center in 300 Bessey Hall.

Thursday 01/01	Monday 01/05
Friday 01/02	Tuesday 01/06
Saturday 01/03	Wednesday 01/07
Sunday 01/04	Tip of the week
	The sooner you make a résumé, the sooner it can develop into a living document that represents you best.

# January



Thursday 01/08

Monday 01/12

Friday 01/09

Tuesday 01/13

Saturday 01/10

Wednesday 01/14

Sunday 01/11

Tip of the week

Think ahead by preparing a résumé and making your personal plan for success.

# January



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Sunday 01/18

Tip of the week

Résumé workshops and help are offered at MSU CAS Career Services in 181 Communications Arts and Sciences Building.

# January



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Saturday 01/24	Wednesday 01/28
Sunday 01/25	Tip of the week
	Résumé workshops and help are offered at MSU CAS Career Services in the Writing Center in 300 Bessey Hall.

# January



Thursday 01/29
Friday 01/30
Saturday 01/31

# Courses



# February



Too often students want to rush through their program. They become more interested in how quickly they can graduate than in what they are learning. We recommend learning as much as you can while you're here.

Ask yourself if there are any courses that might be helpful to you as you progress in your career. For example, an accounting course could provide basic knowledge if you plan to own a company or manage a department with a budget. There are limits, but courses in logic, speech and more may be useful. Be strategic in your choices. Be sure to visit your academic advisor.

Sunday 02/01	Thursday 02/05
Monday 02/02	Friday 02/06
Tuesday 02/03	Saturday 02/07
Wednesday 02/04	Tip of the week
	Ask yourself if there are any courses that might be helpful to you as you progress in your career.

# February



Sunday 02/08	Thursday 02/12
Monday 02/09	Friday 02/13
Tuesday 02/10	Saturday 02/14
Wednesday 02/11	Tip of the week
	For example, an accounting course could provide basic knowledge if you plan to own a company or manage a department with a budget.

# February



Sunday 02/15	Thursday 02/19
Monday 02/16	Friday 02/20
Tuesday 02/17	Saturday 02/21
Wednesday 02/18	Tip of the week
	There are limits, but courses in logic, speech and more may be useful. Be strategic in your choices. Be sure to visit your academic advisor.

# February



Sunday 02/22

Thursday 02/26

Monday 02/23

Friday 02/27

Tuesday 02/24

Saturday 02/28

Wednesday 02/25

Tip of the week

Too often students want to rush through their program. They become more interested in how quickly they can graduate than in what they are learning.

# Internships



Internships are essential for success in your future. The knowledge you gain will put you at a competitive advantage. Your employers become valuable references for the job hunt. Sometimes your internship may lead to a full-time job. Remember you are a student first. Your MSU degree will be with you the rest of your life.

Having an internship during your time at MSU will greatly increase your chances of finding work after you graduate, and put you ahead of the curve of the thousands of other people graduating with the same degree as you.

# March



Sunday 03/01	Thursday 03/05
Monday 03/02	Friday 03/06
Tuesday 03/03	Saturday 03/07
Wednesday 03/04	Tip of the week
	Internships are essential for success in your future. The knowledge you gain will put you at a competitive advantage.

# March



Sunday 03/08	Thursday 03/12
Monday 03/09	Friday 03/13
Tuesday 03/10	Saturday 03/14
Wednesday 03/11	Tip of the week
	Your employers become valuable references for the job hunt. Sometimes your internship may lead to a full-time job.



# March



Sunday 03/15	Thursday 03/19
Monday 03/16	Friday 03/20
Tuesday 03/17	Saturday 03/21
Wednesday 03/18	Tip of the week
	Too often students want to rush through their program. They become more interested in how quickly they can graduate than in what they are learning.

# March



Sunday 03/22	Thursday 03/26
Monday 03/23	Friday 03/27
Tuesday 03/24	Saturday 03/28
Wednesday 03/25	Tip of the week
	Remember you are a student first. Your MSU degree will be with you the rest of your life.

# March



Sunday 03/29

Monday 03/30

Tuesday 03/31

# Professionalism



Professionalism is about managing how people perceive you. You have control over their perceptions to some extent. Don't miss the chance to manage what you can. Ask yourself how you want a prospective employer to view you. Work on building that image.

For example, you don't want obscene or offensive pictures of yourself anywhere on the Internet, even in private social media accounts. Many employers do Internet searches on prospective employees when deciding whether or not to hire them.

# April



Wednesday 04/01	Sunday 04/05
Thursday 04/02	Monday 04/06
Friday 04/03	Tuesday 04/07
Saturday 04/04	Tip of the week
	Professionalism is about managing how people perceive you. You have control over their perceptions to some extent.

# April



Wednesday 04/08	Sunday 04/12
Thursday 04/09	Monday 04/13
Friday 04/10	Tuesday 04/14
Saturday 04/11	Tip of the week
	Ask yourself how you want a prospective employer to view you. Work on building that image.

# April



Wednesday 04/15	Sunday 04/19
Thursday 04/16	Monday 04/20
Friday 04/17	Tuesday 04/21
Saturday 04/18	Tip of the week
	For example, you don't want obscene or offensive pictures of yourself anywhere on the Internet, even in private social media accounts.

# April



Wednesday 04/22	Sunday 04/26
Thursday 04/23	Monday 04/27
Friday 04/24	Tuesday 04/28
Saturday 04/25	Tip of the week
	Many employers do Internet searches on prospective employees when deciding whether or not to hire them.

# April



Friday 04/29

Saturday 04/30

## Student Organizations



Get involved! Student organizations such as Public Relations Student Society of America, Hubbell Connections, Media Sandbox and Advertising Association are great ways to network and gain experience.

Involvement looks good on a résumé, and students have landed internships and interviews by introducing themselves to guest speakers and impressing them on the spot.

# May



Sunday 05/01	Thursday 05/05
Monday 05/02	Friday 05/06
Tuesday 05/03	Saturday 05/07
Wednesday 05/04	Tip of the week
	Student organizations such as Public Relations Student Society of America and Hubbell Connections are great ways to network and gain experience.

# May



Sunday 05/08	Thursday 05/12
Monday 05/09	Friday 05/13
Tuesday 05/10	Saturday 05/14
Wednesday 05/11	Tip of the week
	Involvement looks good on a résumé, and students have landed internships from them.

# May



Sunday 05/15	Thursday 05/19
Monday 05/16	Friday 05/20
Tuesday 05/17	Saturday 05/21
Wednesday 05/18	Tip of the week
	Get Involved! There are hundreds of student organizations all around campus that are constantly looking for new members.

# May



Sunday 05/22	Thursday 05/26
Monday 05/23	Friday 05/27
Tuesday 05/24	Saturday 05/28
Wednesday 05/25	Tip of the week
	Student Organizations are often sponsored by large corporations and are a great way to meet potential employers.

# May



Sunday 05/29

Monday 05/30

Tuesday 05/31



