

## PhD Memorandum of Understanding: Coursework

Please certify that you understand and agree to adhere to the policies written below by signing and submitting this form as part of the requirements to enroll in courses in the UTC Leadership and Decision-Making program. If you have questions, please direct them to the Program Director before signing.

### ***Policies and Procedures***

You may access the Program Guide online (link: [Program Guide](#)). Please review the Program Guide thoroughly and bookmark the site for future reference. ***You are responsible for knowing and adhering to all regulations and procedures throughout your doctoral program.***

### ***Overview of Degree Requirements***

The doctoral program begins with a cohort of participants contributing to a required foundational course in the first Summer semester prior to the start of core coursework in the Fall. During the core program of study, each participant enrolls in 6 credits per semester until the core has been completed (Fall, Spring, and Summer). Core coursework is offered via **hybrid delivery** (face-to-face and online). The hybrid model we adopt includes **4-6 face-to-face meetings per course per semester** (on the UT-Chattanooga campus on weekends) and material work in the virtual classroom. Once the core has been completed, each participant works to complete elective requirements and the Comprehensive Assessment. Following successful defense of the Comprehensive Assessment and admission to candidacy, participants enroll in LEAD 7700 Pre-Dissertation Seminar and LEAD 7999R Dissertation.

### ***Technology Skills Required***

Each doctoral participant is expected to demonstrate basic computer skills and to have working knowledge and capability with computer hardware as well as a variety of software applications. Each doctoral participant is expected to install, manage, and utilize all required software during class meetings and when completing course/program deliverables.

### ***Program Highlights (refer to Program Guide)***

- [Aspects of Scholarship](#)
- [Communication Policy](#)
- [Course Registration Process](#) & [Elective Credit Policy](#)
- [Maintaining Continuous Enrollment](#)
- [Program Time Limit](#)
- [Technology Requirements](#)

### ***Professional and Ethical Code of Conduct***

#### ***Standard 1: Personal and Academic Integrity***

A participant in the LEAD program is expected to:

- Provide complete and accurate information in the application process.
- Refrain from acts involving dishonesty, cheating, fraud, deceit or misrepresentation.
- Refrain from any act of plagiarism, which includes any misrepresentation of academic ownership, including (but not limited to) falsifying citations, presenting another's work as one's own, or using data without permission.
- Represent all data accurately and without misrepresentation.

#### ***Standard 2: Professionalism***

A participant in the LEAD program is expected to:

- Uphold the legal standards of his/her profession.
- Demonstrate appropriate self-control (such as anger control, impulse control, response to feedback) in interpersonal relationships with faculty, peers, and other associates.
- Respect the fundamental rights, dignity, and worth of all people.

#### ***Standard 3: Confidentiality***

A participant in the LEAD program is expected to:

- Respect the rights of others with respect to privacy and confidentiality.
- Maintain confidentiality regarding class discussion topics.
- Maintain the confidentiality of subjects.
- Follow all stipulations of the IRB regarding research with human subjects.

Any unprofessional or unethical conduct on my part, even if inadvertent, may result in evaluation for disciplinary action from the program. I understand that the university has the sole discretion in determining whether my conduct warrants dismissal from the program.

***I have reviewed the Program Guide and the information provided in this Memorandum of Understanding. I recognize that I am responsible for knowing and adhering to the regulations and procedures of the program.***

***Participant's Digital Signature***