

SIRCA

(Students Involved in Responsible Character Awareness)

Workbook



Office of Student Conduct

Kent State University

www.kent.edu/studentconduct

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STUDENT NAME (PRINTED): _____

STUDENT FLASHLINE E-MAIL: _____

DATE OF WORKSHOP: _____

WORKBOOK DIRECTIONS:

Students **are required to** complete this workbook honestly and in its entirety prior to attending the SIRCA Workshop.

Workbooks will be checked for completion upon arriving at the workshop. Students who fail to complete the workbook will not be permitted to participate in the SIRCA Workshop and a hold may be placed on your student registration.

Please be prepared to discuss your responses during the workshop. There is no right or wrong answers.

Your completed workbook will not be shared and will only be used in this workshop.

Before you begin this workbook, list **3** things that you hope to become more aware of through the SIRCA workbook and workshop?

1. _____

2. _____

3. _____

Getting started... At MY Best!

Complete the following statements:

1. A time when I was at my best was... _____
2. What I enjoy most is... _____
3. The best time in my life has been... _____
4. My most fulfilling experience has been... _____
5. I earn my best grades when I... _____
6. The best job or project I ever had was... _____
7. The characteristics/traits I like best about myself are...
 - a. _____
 - b. _____
 - c. _____

Think of a time when you didn't trust your "gut"/instincts and/or didn't stand your ground. Briefly describe the experience:

- a. How did you deal with that experience?
- b. Was there potential for you to get into trouble?
- c. Did you face a negative consequence?
- d. Did you seek any support?
- e. What would you do differently?

Let's THINK:

1. How do you define ethics?

2. To you, is it important to be an ethical person? Why or why not? _____

3. List three people that you believe **have good ethics** (relative, friend, public figure, other; living or deceased).

1. _____
2. _____
3. _____

4. Why do you believe those identified have good ethics? Have any influenced your definition of ethics?

5. List three people that you believe **do not have good ethics** (relative, friend, public figure, other; living or deceased).

1. _____
2. _____
3. _____

6. Why do you believe those identified do not have good ethics? Have any influenced your definition of ethics?

7. How many decisions do you think you make each day? _____

8. How do you know you are making responsible decisions?

9. Who/what influences the decisions that you make in your life?

10. How do you think others perceive you? Why? _____

11. Does being aware of your ethics and decisions help develop your personal character? Why or why not?

Definitions:

retrieved from *Integrity*, by Steven Carter

Morals

Beliefs or principles that guide the understanding of what is right and wrong.

Values

Standards that influence decisions behavior.

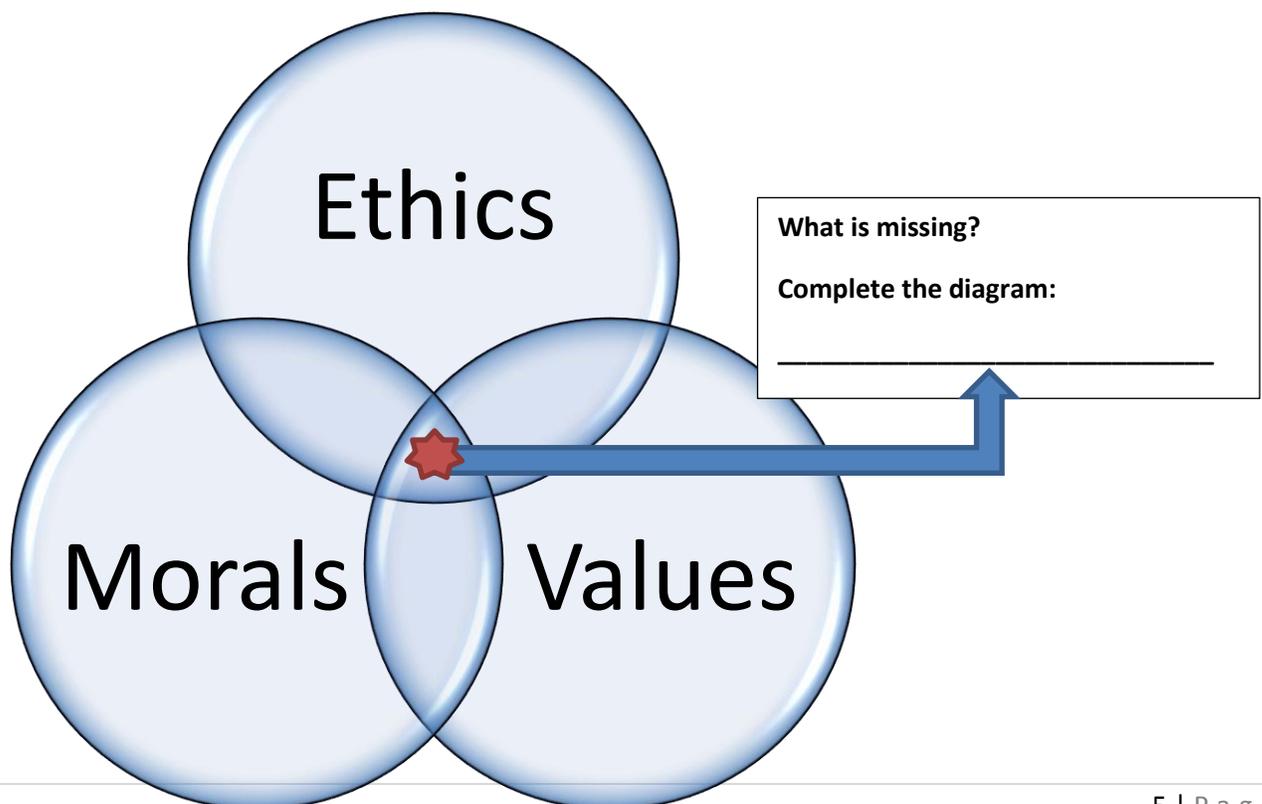
Ethics

A set of moral principles that guide behavior.

Integrity

Quality of being honest and morally upright.

- Determining what is right and wrong.
- Acting on what you have determined, even at a personal cost.
- Stating openly that you are acting on what your understanding of right and wrong is.



In My Opinion....Acceptable Choices and Behavior Activity:

Read the 11 behaviors below. On a scale from 1-12, rank the following list with 1 being the most acceptable and 12 being least/not acceptable (each behavior will have a different number).

Situation	Rank
Taking a piece of fruit from the residence hall dining facility without paying	
Parking illegally on campus while going to class	
Downloading copyrighted material without paying for the use	
Posting videos online of people who don't know they were being filmed	
Posting embarrassing pictures of your friends on social networking sites	
Littering on campus	
Falsifying an application to receive a handicapped parking permit	
Posting threatening comments on someone's wall	
Using a fake ID to get into a bar	
Using foul or offensive language when responding to social media comments, statuses, or blogs	
Lie to a professor about the reason for overdue work or absence from class	
Copy and paste material from the internet directly into an assignment without attribution	

Code of Student Conduct:

Understanding Prohibited Conduct at KSU

- ❖ The university attempts to provide, for all students, a university environment that is conducive to scholarship, social growth and individual self-discipline.
- ❖ The [Code of Student Conduct](#) shall apply to conduct occurring on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives.
- ❖ Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
- ❖ Students may be sent to Kent City Court and KSU Office of Student Conduct for the same incident (not double jeopardy).
- ❖ Outcomes from other jurisdictions do not have a bearing on a finding of responsibility for the campus, *but may affect student conduct sanctions.*

Code of Student Conduct: Prohibited Conduct

Activity: LIST all 27 Code of Student Conduct violations (found in **Section 3(B)** of the [Code of Student Conduct](#))

- | | |
|-----------|-----------|
| 1. _____ | 15. _____ |
| 2. _____ | 16. _____ |
| 3. _____ | 17. _____ |
| 4. _____ | 18. _____ |
| 5. _____ | 19. _____ |
| 6. _____ | 20. _____ |
| 7. _____ | 21. _____ |
| 8. _____ | 22. _____ |
| 9. _____ | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | |

What Is My Social Media Presence?

Directions:

Answer the following questions by circling “T” for true or “F” for false.

1. My Social Media contains pictures of me smoking/drinking, etc. T or F
2. My status updates contain curse words and slang. T or F
3. I feel comfortable openly expressing my feelings without a filter on Social Media? T or F
4. My friends post racy and/or controversial pictures and messages on my Social Media. T or F
5. When I Google my name, links to all my social media profiles show up. T or F
6. People who are not my friends can view my entire Social Media profiles. T or F
7. I would not let a close relative view my social media profiles. T or F
8. My Social Media is a way for me to socialize, have fun, and be myself. T or F
9. I enjoy not worrying about being politically correct with posting messages/images/comics /videos to my social media sites. T or F

If you answered with mostly trues, you will want to edit the content and privacy settings of your social media profiles to be more employer-friendly.

Since completing the above activity, what does your online image look like? Whether you are job searching, building up your professional reputation, or keeping connections with your high school friends, it is important for your online profile(s) (social media presence) to represent a proper image of you (character awareness, ethics and values). Do not allow your online image, particularly across different social networking services, to be a challenge for you and potentially put your future in jeopardy!

Now, Answer:

1. How does your social media usage affect and impact you?
2. What do you think a potential employer or graduate school would interpret about you based on your social media platforms?
3. What content will you now change in your social media platforms?

Assess Myself: How I Rank My Qualities of Being a Leader

Directions: Please place a check mark in the appropriate box in each row.

	I definitely have this quality	I'm pretty good at this	I need to work on this	I need help in how to do this
1. Enthusiasm: I have energy, a positive attitude, and am motivated.				
2. Prepared: I assess the situation, understand the audience, know how to prepare, how to report.				
3. Communicate well with others: effective speaker, able to work with all kinds of people, tactful, good listener.				
4. Caring: I am sensitive to others, I accept others for who they are, compassionate, good sense of humor.				
5. Creativity: I can express ideas, can come up with helpful suggestions, I try to brainstorm for new ideas.				
6. Problem Solver: I can tackle problems, am resourceful, I think through difficulties				
7. Character: I act in an ethical manner; honest, not led astray by peer pressure.				
8. Adaptability: can cope with unexpected, can accept change.				
9. Dependability: I am reliable, others can trust me, I make good on my promises. Keep on task.				
10. Cooperation: work well with others (even those I may not like).				

My Kent State Leadership Legacy

1. I will make these positive leadership contributions to the KSU community (i.e. non-classroom involvements, engagement in campus life programming, community service, etc.):

2. This is what I will accomplish during my remaining time at the university:

3. This is what I am preparing for after graduation:

Lastly. Think before I act. Check yourself-

ETHICS/CHARACTER QUESTIONS

- ✓ Is it Legal?
- ✓ Will I be violating university policy?
- ✓ Is it balanced?
- ✓ Is it fair to all concerned?
- ✓ Does it promote win/win situations?
- ✓ How will it make me feel about myself?
- ✓ Will it make me proud?
- ✓ Would I feel good if my hometown newspaper published an article about my decision?
- ✓ Would I feel good if my family knew?



Helpful Student Resources:

<u>Title</u>	<u>Web Location</u>
Code of Student Conduct	http://www.kent.edu/studentconduct
Digital Millennium Copyright Act of 1998 Information Services	www.copyright.gov/legislation/dmca.pdf https://www.kent.edu/is
Enrollment Management and Student Affairs	https://www.kent.edu/studentaffairs
Family Educational Rights and Privacy Act (FERPA)	https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
The Green Dot Strategy	https://www.livethegreendot.com/
Hallways Handbook	http://www.kent.edu/housing/hallways-handbook
Judicial Advocates	http://www.kent.edu/studentconduct/judicial-advocates
Residence Hall Contract	http://www.kent.edu/housing/housing-contract
The Office of Sexual and Relationship Violence Support Services (SRVSS)	http://www.kent.edu/srvss
Student Ombuds	https://www.kent.edu/studentaffairs/student-ombuds
Undergraduate Student Government; Graduate Student Senate	http://www.kentstateusg.com/ http://www.kent.edu/graduatestudies/gss

I have completed this SIRCA workbook completely and honestly,

(Student signature & date)