

University of Central Florida  
Office of Integrity and Ethical Development



**Topics & Descriptions of  
IED's College Life Skill Workshops  
Professionalism, Integrity & Ethics, Conflict Resolution**

**To Request** an IED College Life Skill Workshop...

Go to [www.ied.sdes.ucf.edu](http://www.ied.sdes.ucf.edu) and click on  
Request a Workshop on our homepage under  
“IED is Ready to Travel”

**Flexible Scheduling – Available after 5:00 pm**

- Main Campus, Rosen Campus, Regional Campuses
- Student Organizations & Leadership Retreats
- Greek Life – Academic Presenter Requirements
- Training Sessions & Conferences

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Office of Student Rights and Responsibilities  
Division of Student Development and Enrollment Services



## Professionalism

**Facebook – Reputation, Perception, Image:** Learn how to use Facebook to your advantage! Use it as a Public Relations or Marketing tool to demonstrate characteristics, strengths, and skills. Don't let your page be the reason you are not chosen for a leadership position, for employment, or a scholarship.

**Think Before You Post:** Discussions will include is there such a thing as one's "own time" when it comes to posting comments, opinions, and thoughts on Facebook? Learn how to determine organizational cultures on campus and in the workplace in relation to social media.

**How to Get a Picture Perfect Transcript:** Learn what scholarship committees, employers, student organizations, and graduate schools want to see on a college transcript. Discover the real skills, qualities, and characteristics being demanded in today's graduate programs and workplaces.

**The Art of Email Etiquette:** Email is the number one way we (students, professors, and administrators) communicate with each other on campus. Learn all of the necessary elements required in sending a professional, well-written, and action driven email message.

**Reputation Building:** Learn how to create a professional image to gain a reputation of integrity and excellence. Topics of discussion include how to effectively communicate with others, developing consistency in actions, and promoting one's skills and abilities.

**Communicating with Professors/Faculty/Instructors:** Professionalism is the key to establishing a great relationship with one's professors. Learn how to appropriately ask for help, how to handle a meeting during office hours, and ask for a letter of recommendation.

**Understanding Faculty & Building Relationships:** It is very important for college students to formulate positive relationships with faculty. Learn how to structure an office hour appointment and to engage in appropriate conversation if there is an issue to discuss of a sensitive nature. Conversations could include excessive absences in class, conflict among a group project, a comment made in class, and/or clarification needed regarding a grade.

## Integrity & Ethics

**Academic Integrity:** Academic Integrity is a characteristic every student wants associated with their name and reputation inside the classroom. Acting with integrity in academia is more than not cheating on an exam or plagiarizing a paper. Learn some fundamentals and basics to demonstrating academic integrity inside the classroom on a daily basis.

**Developing Ethical Standards:** What are ethics? How do we develop a practice of ethical standards? How do we handle situations which may cause us to not to act ethically? Learn how to determine and articulate to others (roommates, friends, classmates, family), your own code of ethics.

**Living the UCF Creed:** Learn how to establish a reputation as one which encompasses the UCF Creed: Integrity, Scholarship, Community, Creativity, and Excellence. Learn the meaning behind each component of the UCF Creed. Great words which come with defined actions.

**Campus Ethics:** UCF may be the largest university in the country but we are a small community. Learn how to keep your reputation at a level which demonstrates the standards of the UCF community. Develop an understanding of what is like to now live within a campus community and learn some actions taken while in college have consequences which could impact one's future after UCF.

**Making Mistakes and Rebounding:** College students are still human beings and make mistakes. How does one come back from a mistake better and stronger? How does one develop an impressive reputation of moving forward and not letting an incident define their UCF experience? Learn ways to make people forget the incident and remember the come-back story.

**Classroom Ethics:** Professors make assumptions of student's work ethic based on what they "see". Learn how to stand out in a lecture of 300 students and not even say a word. Learn how to present the right image from your seat and gain the respect of the person at the front of the room. As we say, don't underestimate the person at the front of the room. They see everything.

**Navigating Academic Integrity:** The UCF educational community takes acts of academic misconduct very seriously. Many times students do not even realize they have been either associated with or violated the Golden Rule. Academic misconduct is more than just cheating exam or plagiarizing a paper. Learn what academic misconduct is, consequences of such behavior, and campus resources available to ensure it does not happen to you. *(Presented with the Office of Student Conduct)*

## [Conflict Resolution](#)

**Conflict Resolution:** Learn how a conflict starts, what keeps a conflict growing, and steps to resolve a conflict. The more you know about how the other person is participating in a conflict the better you can be as the person to assist in resolving the conflict.

**True Friendship:** The college experience brings individuals together very quickly where it is easy to call someone friend after only a few weeks. Learn what it takes to develop a true friendship and what characteristics make a person a friend. Discussions will also include how to deal with issues which may test a friendship on a college campus.

### **Communicating with Parents and Family Members - Telling Your Story of Life as a UCF Student:**

Learn how to communicate with those in your life about your priorities and goals associated with your academic and personal success. Learn how to talk about your triumphs and disappointments with parents and family members. Everything from grades, to one's major, to living up to expectations set, to needing financial help, to new relationships. Learn how to tell your story with confidence, conviction, and self-assurance.

**Group Projects – Successfully Handling Group Dynamics:** What is the one element that separates a group project in college from being on a committee, there is a grade associated with a class project. The stakes are greater and relying on others to perform at a higher level can add to stress and anxiety to an already delicate collaboration. When there is stress and anxiety, then communication breaks down, listening to each other is diminished, and emotions are escalated. Learn how to manage communication, criticism, and accountability of yourself and others in a group setting.

**Creating a Peaceful Living Space with Others:** Maybe a friendship has not evolved between individuals living together. Guess what? That is OK. You may not be friends but everyone is entitled to be treated with civility, common courtesy, and respect. Learn how to co-exist with others when a living arrangement has moved from one of peace to one of tension.

**The Practice of Thinking Before Speaking:** The number one issue facing a relationship today is not thinking before speaking. Learn how to listen actively and process clues and hints during a conversation. Practice how to articulate thoughts which will yield productivity and not induce conflict.

**It is Getting Harder to Be Nice:** You receive a text message or a Facebook post which prompts you to want to reply, "So who do you think you are in saying that about me?" Communicating feelings and emotions are difficult via an email, a text, and on Facebook. Learn how to respond to negative messages without creating more of a conflict.

**Decisions, Decisions – Making the Right Choices:** Quick decisions without proper consideration can have future consequences. How do you take emotions, pride, and feelings out of a situation to be able to make the best choice? Learn necessary techniques for making a decision with confidence, conviction, and self-assurance.

**Active Listening & Rephrasing:** You want to say “Hey are you really that inconsiderate, immoral, and insensitive.” Such words can lead to even a greater conflict and deviate from the true nature of the conflict. Learn how to get your point across in a manner in which can lead to resolving a conflict and open a healthy exchange of thoughts and concerns.

**We Come From Two Different Worlds:** We have nothing in common but we need to get along. Do you live or work with someone who is the total opposite from you? Are you in a group project or on a committee with another person(s) who is very different from everyone else? Learn how to open up the lines of communication and how to create an atmosphere of tolerance for differences.

**Everybody Likes Me So What is Wrong with Them?:** Everybody is a very broad term and to have everyone like you is an impossible goal to make. It is not a requirement for everyone to “like” each other but we can demonstrate respect and civility to one another. Learn how to do deal with the concept of “It is OK if we don’t become friends.”

**Consequences of Hitting Send/Reply/Post When Angry:** Need to consider the big picture and not just the immediate satisfaction one can receive from sending a message when emotions are overriding our better judgment. Learn how to deal with the wanting to send a message out anger and frustration and develop skills to think critically when faced with a situation involving heightened emotions.

**Handling Conflict in a Small Living Space:** It is important to have an open line of communication when living with another UCF student. Actions of one roommate can have consequences for another roommate. Learn from past UCF cases and develop a better understanding of how to resolve conflict in a peaceful and civil manner. *(Presented with the Office of Student Conduct)*

- \* **Facilitated by the Director of Integrity and Ethical Development**
- \* **Interactive presentation style incorporating situations, issues, and conflicts facing today’s UCF college student**
- \* **Any and all workshops can be customized to impact the audience in attendance**
- \* **Handouts and give-aways are provided**
- \* **Great way to document a partnership with a Campus Unit**
- \* **FREE      FREE      FREE**

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NOW!**