STATEMENT ON PROFESSIONAL LEARNING CONDUCT

The ***Principles of Professional Conduct of the Education Profession in Florida*** states that the educator's:

"Obligation to the profession of education requires that the individual:

- Shall maintain honesty in all professional dealings.
- Shall not submit fraudulent information on any document in connection with professional activities."

The Office of Professional Learning acknowledges and encourages educator collaboration and research as integral components of professional learning. It is important to differentiate between collaborative learning, research and submission of learning assignments. Educators may participate in professional learning activities together, followed by discussion in a collaborative process. Educators may research and share results in the learning process. **However, individual work submitted to satisfy requirements for successful course completion to earn in-service credits is expected to be the individual and original work of the person submitting it**. Submitting ideas of another as one's own, use of copyrighted work without appropriate permission and assisting someone in misrepresenting work is considered unethical and thus in violation of the Principles of Professional Conduct.

When work is submitted that is found not to be the original work of the person submitting it, the following action will be taken. First, notification will be sent to the participant(s) explaining the issue and allowing a time (usually 2-3 weeks) for the participant(s) to remedy the issue. If no action is taken by the participant(s), a conference between the administrator(s) responsible for the in-service activity and the individual(s) will be called and a letter of caution will be placed in the individual's personnel file. The participant(s) involved will be marked unsuccessful for the workshop/course and will not receive credit. Any subsequent instances will be referred to the Professional Standards Department.