

CACRAO's Educational Opportunity Program Code of Ethics & Guidelines

The primary purpose of an Ed-Op Program is to provide an opportunity for high school juniors and seniors to be exposed to the many types of post-secondary educational opportunities available to them, while also exploring their specific interests.

Institutions repeatedly out of compliance with the Code of Ethics and guidelines that follow will be reported to the Chair of the Ethics Committee. Unprofessional behavior will not be tolerated.

CODE OF ETHICS

It is the responsibility of each college or university to inform any person who represents that institution of the CACRAO Code of Ethics, which will be in effect at all CACRAO sponsored Educational Opportunity Programs (Ed-Op Program). Each institutional representative must respect the rights of other institutions.

- One official representative is considered adequate at an Ed-Op program. If more than one representative is needed, those present must confine all activities to the assigned space.
- Standing in front of your table is not permitted; representatives are to remain behind their assigned table. Allow students to approach your table of their own accord. Calling to or directing students to your table is not permitted.
- All institutional representatives indicating they will attend a program should arrive on time and stay until the program is scheduled to end.
- All institutional representatives should have an adequate supply of materials to give to students.
- Group presentations are not permitted in arena settings where a number of institutions share common quarters. Such presentations discourage students from exploring all of their options.
- The use of overly conspicuous exhibits as promotional devices is prohibited. Audio/visual equipment, videos, computers, large displays that exceed or obstruct the view of adjacent booths and balloons are not permitted.
- Distributed educational information must be limited to printed materials which are accurate and tasteful. Handouts such as key chains, pens, pennants, balloons, balls, plastic bags, food and candy are not permitted.
- Cell phones, Bluetooths and iPhones should be turned off and stored for the duration of the Ed-Op Program.
- Applications for admission may be distributed, but not completed at Ed-Op Programs. Offering on-site admission is also not permitted during Ed-Op Programs.
- CACRAO members should display the highest levels of decorum and avoid any unprofessional behavior that would disgrace the CACRAO organization or that would infringe upon the rights of their fellow members. A professional demeanor should be maintained with both students and colleagues during an Ed-Op program.
- CACRAO member institutions may host Ed-Op Programs only with prior approval from either the NC or SC Scheduling Committees. In the event that the Scheduling Committee feels it is necessary to hold a program at a member institution, the following policies apply:
 1. The host institution will participate on an equal standing with all other institutions and no special incentives will be offered for students.
 2. Refreshments (if provided) should be for college representatives only.
 3. Hosting institutions are not obligated to accommodate representatives who did not receive a specific invitation, did not respond to an invitation, or did not submit a required participation fee.

Guidelines For High Schools Hosting Educational Opportunity Programs

School counselors are encouraged to limit program invitations to CACRAO members and other degree granting institutions only. In the event that counselors choose to invite other organizations, those participants must **complete the required registration process, submit the required fees and** adhere to the Code of Ethics set forth by CACRAO.

- Counselors should inform the students and their parents of the date and time of the program and in a timely manner.
- Counselors should provide guidance to students about the advantages of an Ed-Op Program.
- Counselors should **give careful attention to the space being used for an Ed-Op Program.**
- **Tables should be provided and arranged in a systematic manner by the high school.**
- **Whenever possible, arrange for the college representatives to have parking that is convenient to the Ed-Op Program location.**
- Audio/visual equipment is not to be used by anyone. It is important that students be able to talk with representatives with as little distraction as possible.
- Counselors should consider the needs of any disabled students attending your Ed-Op Program.
- High Schools that are hosting an Ed-Op Program are not obligated to accommodate representatives who did not receive a specific invitation, did not respond to an invitation, or did not submit a required participation fee.