

# Code of Conduct for IECA Members on College, School and Program Tours



IECA Sponsored Tours are arranged by the IECA office staff to provide continuing education and are available to all member consultants on a first-come, first-serve basis. **Adherence to these guidelines is required. Violations will be handled on an individual basis.**

## Prior to the Tours

### Participants should:

- Prepare for visits by reading college, school or program websites and other materials.
- Understand that you are required to attend the entire day's itinerary.
- Avoid last-minute cancellations.
- Pay the full fee prior to any tour. Refunds will not be granted within three weeks before the tour due to contractual arrangements with transportation companies.

## During the Tours

### Participants should:

- Dress appropriately for the institutions you are visiting.
- Provide your own meals and snacks if you have dietary concerns.
- Arrive on time and strictly adhere to the pre-arranged tour schedule. Those who do not adhere to the specific schedule, and those not present at departure time, will be left behind.
- Remember that you are a guest of the tour institutions and that you represent IECA.
- Ask questions that demonstrate your interest in creating good "matches" for your students and the host institution.
- Turn off cell phone ringers prior to leaving the bus and refrain from using cell phones and laptops, except for the purpose of taking notes. Recording using "Smart Pens" and other devices and taking pictures should be done only if permitted by the host institution, and then only with respect and discretion.
- Members should refrain from taking pictures, video or voice recordings in which students are easily recognized without obtaining permission from the student. The same courtesy should be extended to faculty and staff who are speaking to us as professionals, and their comments may not be for public consumption. In the view of IECA students have certain reasonable expectations of privacy that include the use of their image and voice. It is the policy of IECA that members respect this.
- Be considerate and respectful while touring institutions and listening to information sessions.
- Communicate questions, concerns or emergencies to the tour facilitators.

### Participants Should Not

- Ask questions during a tour that challenge an institution's educational philosophy or admissions practices.
- Discuss specific clients during public question and answer sessions.
- Conduct personal or business phone calls or text messaging.
- Market their consulting services while a guest of the host institution.
- Make requests, such as visits to the bookstore and the like that go outside of the institution's planned agenda. Institutions make every effort to include information on support services and highlight what makes them unique. Time is a commodity and an institution's agenda is up to them and needs to be respected.