Independent Educational Consultants Association

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

School, College, and Program Tours are important continuing education and professional development opportunities for IECA members. The IECA *Principles of Good Practice* requires adherence to the following campus/program tour guidelines. 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. Cancellation/refund policies will be communicated for each tour.

## 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 must refrain from taking pictures, video, or voice recordings in which students can be seen or recognized. Faculty and staff are speaking to us as professionals, and their comments may not be for public consumption. You must receive their specific permission before recording them, taking photographs of them, or quoting them in a public forum.
- 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.
- Partake in side conversations while the tour guide is speaking.
- 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.

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