

Michaela Mabe	Challenge #1	6/2/2022	EDCI 60001
SUPRA-BADGE:	Professional Foundations in LDT		
SUB-BADGE:	Ethical, Legal, and Political Implications of Design		
CHALLENGE:	Comply with organizational and professional codes of ethics		
ARTIFACT:	Completed plagiarism certificate, signed LDT honor code, signed workplace code of ethics		
CRITERIA:	<p>Criteria for successful completion of this challenge: Evidence of following a professional code of ethics.</p> <p>Reflection must address: How following a code of ethics affects your decision-making process in instructional design or other aspects of your work</p>		

### I. Competency and artifact identification

To provide evidence for the challenge, “Comply with organizational and professional code of ethics”, I am providing my **completed plagiarism certificate**, **signed LDT honor code**, and my **signed workplace code of ethics**. All these artifacts show that I am a student with integrity and committed in my workplace and my collegiate life at Purdue. I pride myself on following the rules, procedures, and conduct in my personal life, school life, and work life.

### II. Description of how the artifact supports the competency

The completed plagiarism certificate was earned at the beginning of the Learning Design and Technology Program through taking a course learning about different types of plagiarism and how to notice it in others writing and my own and how to avoid plagiarizing in the LDT program at Purdue. I am utilizing the plagiarism certificate as an artifact for the challenge criteria because it shows my professionalism in the college by following the code of ethics to protect other peoples writing and ideas and my own writing and ideas.

The signed LDT honor code was something that I signed at the beginning of the LDT program. The honor code includes important information that by signing it I agreed to follow such as fully committing to this program, having academic integrity, and professional attitude and conduct. I am using this artifact because it shows professionalism for committing and staying diligent of my progress in this program.

My signed workplace code of ethics is part of my employee handbook that I signed when I first became employed in the Cleveland Metropolitan School District. I wanted to make sure to include this as an artifact for this challenge because it shows that even outside of this program, I am committed to following a strict code of ethics and a level of professionalism in multiple facets of my life.

### III. Competency alignment with prior knowledge and experience

I have had a lot of prior notice following different rules, expectations, and codes of conduct. I have learned through being in school as a student and as a teacher how important explicitly teaching professionalism is so that students know what the expectation is and the correct way to show it in their personal and school lives. As a professional, being able to know and represent professionalism is the only way that I have and can keep my job. If I am not aware of the expectations and don't follow them, it will cause many problems in my personal and professional life.

**IV. Reflection on experiences**

I enjoyed looking for different artifacts to use for this challenge and it was helpful to go back all of this information from Purdue and from my workplace. I wouldn't do anything different, but it is helpful to be aware of the information I am committing to for this program and my workplace. I will make sure to continue to follow these rules and expectations and stay professional in the different aspects of my life and to make sure that I am working with my students on identifying and meeting expectations like this in middle school and on in their school careers.

# Indiana University Confirmation Certificate on Recognizing Plagiarism for Michaela Mabe

1 message

IU Plagiarism Test &lt;pedagogy@iu.edu&gt;

Wed, May 4, 2022 at 9:53 PM

Reply-To: pedagogy@iu.edu

To: mabe.mickey@gmail.com



INDIANA UNIVERSITY BLOOMINGTON

## SCHOOL OF EDUCATION

*Preparing educators, advancing knowledge, improving education*

### Indiana University Confirmation Certificate: Advanced Level for Master's and Doctoral Students

Unique Test ID: 86361096958120138281102

An **Advanced Level Certificate** indicates that the person listed below has passed a Certification Test intended for master's and doctoral students. The person below has passed a test by correctly answering at least 9 out of 10 questions selected randomly from a large inventory. Each question provides source material from another author and a sample of student writing. The test taker must determine whether the student version is word-for-word plagiarism, paraphrasing plagiarism, or not plagiarism. Many questions exemplify subtle forms of plagiarism which represent incomplete or incorrect understanding of plagiarism, carelessness, or attempts to disguise actual plagiarism.

Please read the information below carefully. You can submit this confirmation certificate to your academic department or program area, or to your instructor, if required to do so.

I have studied the pages of the "How to Recognize Plagiarism" tutorial site. After doing so, I have taken the test available on the site. I am confident that I know what plagiarism is and how to avoid it. If I had questions after finishing the tutorial, this document confirms that I have sought help from my academic advisor and I do now understand what plagiarism is and how to avoid it.

**I understand that there will be no acceptable excuse for plagiarism if it is discovered in my work.**

The person(s) at IP # **70.191.123.217** passed the test on: Wednesday, 04th of May 2022, 09:53:18 PM

Unique Test ID: 86361096958120138281102

Time it took to pass the test: 9.2 minutes

Printed Name: **Michaela Mabe**

Signature:  5/4/22

Instructors can check the validity of this Certificate at this Web address: <https://plagiarism.iu.edu/certificationTests/certificateValidation.html>. This will require entry of unique information from this Certificate. The test taker can also do this, to view this Certificate again.

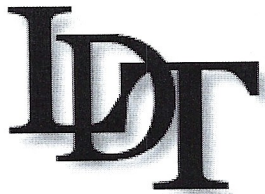
Instructors should note that there is no practical way of determining whether the student above is indeed the one who took the test, unless it is taken under proctored conditions.

### INDIANA UNIVERSITY

School of Education  
201 North Rose Ave.  
Bloomington, IN 47405-1006

Comments or questions? E-mail us.

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Learning Design and Technology  
Purdue University

## WORK DOCUMENT VERIFICATION FORM

The Learning Design and Technology Program at Purdue University awards competency badge credit based on students' previous work completed outside of the program. In order to verify that the work is their own, both the employee (Purdue student) and the employer must complete the Work Document Verification Form.

### Employee Work Details

Name:

Michaela Mabe

Submitted Work Title:

Middle School Intervention Specialist

### Employer Details

Company Name:

Cleveland Metropolitan School District - FDR

Supervisor Name:

Sherie Turner

Supervisor Title:

Principal

Phone Number: (216) - 838 - 2200

Supervisor Email:

sherie.turner@clevelandmetroschools.org

### Additional Details

Please select the following that applies to the employee's work:

☐ Work submitted was the employee's idea, design and creation

☐ Work submitted was the idea of the employee listed above, but developed by someone else

☐ Work submitted was the idea of someone else, but developed by the employee listed above

☒ Other (explain below) the work was created by the district

but was signed and ~~distributed~~ the  
school staff distributed to

Learning Design and Technology  
3134 Beering Hall of Liberal Arts and Education  
100 N. University Street, West Lafayette, IN 47907-2098  
(765) 494-5669 • Email: [ldt@purdue.edu](mailto:ldt@purdue.edu)

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Additional Comments:



Supervisor Signature

6.2.2022

Date





# **CLEVELAND METROPOLITAN SCHOOL DISTRICT**

Employee Policies and  
Procedures Manual





## SECTION 2: CODE OF ETHICS

It is the policy of the District to carry out its mission in accordance with the strictest ethical guidelines and to ensure that District members and employees conduct themselves in a manner that fosters public confidence in the integrity of the District, its processes and its accomplishments. Failure to adhere to the standards of ethical conduct established by the District or the State of Ohio may subject an employee to discipline, up to and including removal, pursuant to Section 5.1402 Progressive Discipline of this Manual as well as criminal prosecution in certain cases.

### 2.01 Code of Ethics

The Board is committed to ensuring that the District effectively uses public resources to provide the best education possible to all students in the District. This Code of Ethics is designed to assist the District in maintaining this focus upon academic success and public accountability by setting common expectations for ethical conduct on the part of all District employees. For purposes of this policy, the term "employees" shall include those employed by the District as well as Board Members and volunteers.

The tenets of the Code of Ethics are as follows:

1. **Maintain the Public's Trust** – Employees are expected to promote and maintain the public's trust in the District. Employees must be honest in their communications with other employees, the Board, state auditors, students, families, community members and with all of those with whom the District does business.
2. **Treat Others with Fairness, Dignity and Respect** – Employees are expected to treat each other, students, families and members of the community fairly and with dignity and respect.
3. **Refrain from Using Position for Personal Gain** – Employees may not use their position in the District for personal or private gain. Except for occasional and limited personal use that does not interfere with the performance of duties or convey the appearance of impropriety, District employees may not use District equipment, supplies or resources for non-District purposes.
4. **Avoid Conflicts of Interest** – Employees may not hold financial interests, outside employment or engage in outside activities that interfere with or conflict with the performance of their official duties.
5. **Gifts** – Employees may not accept gifts, services, travel, entertainment, jobs for immediate family members or anything of value from an existing vendor or a party that seeks to do business with the District if doing so could improperly influence a business relationship, create the appearance of impropriety or impose an obligation upon the District to award business, offer employment or give anything else of value to a third party.
6. **Exercise Care in Hiring, Assigning, Promoting and Supervising** – Employees must avoid nepotism and the appearance of impropriety in hiring, assigning, promoting and supervising other employees. No employee shall be directed or permitted to engage in personal services or non-District work during work hours.
7. **Prevent Waste, Fraud and Misuse of Resources** – Employees shall not engage in waste, fraud or misuse of resources and are expected to report any such conduct to appropriate personnel, the Board, the District's fraud hotline at 1.866.372.8364, or the State Auditor.

8. Abuse of Authority – Employees shall not use their position within the District to intimidate, threaten or retaliate against any person in an effort to interfere with the disclosure of potentially improper activities within the District.
9. Comply with Applicable Laws – Employees are expected to comply with all applicable laws and regulations.
10. Respect Confidentiality and Privacy – Employees who have access to confidential information must refrain from disclosing such information to persons who are not legally entitled to receive it. Employees shall not engage into any unwarranted intrusion into the privacy of others while carrying out their duties on behalf of the District.

The District shall ensure that all employees are provided with a copy of this Code of Ethics on an annual basis. Employees are expected to review and acknowledge the responsibilities set forth in the Code of Ethics.

The District shall provide regular ethics training to all levels of employees for the purposes of reinforcing the District's commitment to ethical conduct, encouraging principles of public service and strengthening public confidence in the integrity of the District. The District shall consult as appropriate with the Ohio Ethics Commission in the planning and development of such ethics training.

*[Board Policy GBCC, adopted January 26, 2010]*

## SECTION 3: EQUAL EMPLOYMENT

### **3.01 Diversity Statement**

The District recognizes the value of diversity and the benefits of fostering an inclusive work environment. All District employees should strive to create and support a work environment representative of the families and children we serve and reflective of the demographics of the District. On December 11, 2018, the Board of Education adopted the District's Equity & Inclusion Declaration.

#### **EQUITY & INCLUSION DECLARATION**

We believe that equity and inclusion at CMSD is an essential call to action, a catalyst to ensure value and appreciation among all our employees, so we may be fair and welcoming now and in the future.

It is necessary to foster practices that address the lack of awareness and understanding of differences and to gain buy-in from our entire workforce and the community we serve.

It requires truthfulness, definition of terms and a customized message for our employees to create and promote an inclusive mindset.

It requires the continuous development and capacity building of our employees to better engage and meet the needs of our students and their families.

It will be realized when each person can fully and comfortably be themselves at work regardless of their race, ethnicity, national origin, religion, sex, ability, age, citizenship status, sexual orientation, gender-identity or expression, socio-economic status, title or other dimensions of identity.



Eric S. Gordon  
Chief Executive Officer

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# Quiz Submissions - Statement of Program Commitment

Michaela Mabe (username: mmabe)

Attempt 1

Written: Apr 30, 2022 4:39 PM - Apr 30, 2022 4:39 PM

Submission View

Your quiz has been submitted successfully.

Attempt Score: A

Overall Grade (highest attempt): A

Done