

# **Action Plan Assignment**

In order to complete your “Civility in Action” sanction you must complete this Action Plan assignment and submit it to the Office of Student Conduct and Civility Education no later than seven days after the completion of the workshop. **To complete this assignment, respond to the following six prompts:**

1. Describe the concept of civility as it relates to your life and the Towson University community.
2. List three Rules of Civility that are important to you and for each, explain two ways that you can implement the rule in your life
3. How does the concept of civility apply to your incident and how did your actions ultimately affect others (i.e. individuals, the university community)?
4. List two short-term goals and for each, explain the steps that you will take to achieve each goal and how acting with civility can help you to achieve them.
5. List two long-term goals and for each, explain the steps that you will take to achieve each goal and how acting with civility can help you to achieve them.
6. Outline the action steps you can take in your life to maintain your role as a responsible citizen in the campus community.

**Your Action Plan must be a minimum of 3 complete pages of text, typed, double-spaced, 12 point Times New Roman font including your punctuations, (no headers, footers, or title page should be submitted). Your name should appear on the first line of the assignment and you must properly cite any references as outlined by the professional style guides for citing sources (APA, MLA, Chicago, etc.). Please refer to the Towson University library website if you need assistance in proper citations. <http://cooklibrary.towson.edu/styleGuides.cfm>**



**Submit the paper via email to [studentconduct@towson.edu](mailto:studentconduct@towson.edu). The action plan is due one week after your workshop date.**