Mission Statement
NDSU Agriculture Communication enhances people’s lives by providing communication expertise in developing, marketing and distributing products and services.

Departmental Values
Dependability
Leadership
Friendly service
Customer satisfaction
Accuracy
Integrity and honesty
Respect for colleagues and stakeholders
Quality work
Fun environment
Promptness
Efficiency – dollars or time
Trust
Passion
Sensitivity
Professional and personal development
Loyalty
Commitment
Pride
Friendship
Teamwork
Diversity
Creativity

Departmental Ground Rules
• Do your coffee room duty or ask someone to complete it – put note on calendar, e-mail or remind next person
• Turn in leave cards, be honest and timely
• Change voice mail when gone a half day or more, Leave an up-to-date, informative phone message
• Don’t put unlicensed software on your computer
• Don’t assume what others are doing
• Avoid gossiping about others
• Be positive with others
• Limit personal activities: phone, e-mail, Web searching, computer games
• Arrive at work on time
• Get work done on time/meet deadlines
• Work your scheduled hours/be honest with time
• Respect others’ privacy and integrity
• Use office supplies for work, not personal use
• Limit the chit-chat and excessive breaks
• Tell customers when they are wrong in a polite way
• Maintain a neat office and work space
• Be a team player
• Keep Oracle Calendar up to date
• Communicate with co-workers regarding schedule
• Back up your computer at least once a month
• Work safely
• Treat the work area with respect
• Submit five by 5 on Fridays