

Sample Policy 3: Academic Honesty & Rules of Collaboration

Cheating, plagiarism, and all forms of academic dishonesty are expressly forbidden in this class, and by the university's Policy on Academic Integrity (http://www.cmu.edu/policies/documents/Academic_Integrity.htm). Any form of cheating will immediately earn you a failing grade for the entire course, and I will pursue further disciplinary actions according to Carnegie Mellon's policies and procedures (see <http://www.cmu.edu/academic-integrity/responding/confronting/instructors.html> for more information on this).

Here are the things you need to know to ensure that you are working within the constraints of both the university's policy, and my expectations for this course:

1. Homework Assignments:

You are welcome to work with other students in this class on your homework assignments, but you must (a) list the names of anyone you work with on your assignment, and (b) write up your own solutions to homework problems, based on your own understanding of the material. Some students find it helps to take a half hour break between any work you do with other students, and the time you spend actually writing up your own solutions.

2. Crib Sheets for Exams:

You may work with others to develop your crib sheets, and you may use the same crib sheet as others in the class. Note, however, that it is in your best interest to be actively involved in the creation of any crib sheet that you use, as this process will help you learn and recall the right sort of material, and is therefore likely to contribute to a higher test score.

3. Research Paper:

Your paper should be crafted and written on your own. You may talk with others about your ideas, but you should be working by yourself on the actual outline and content. If you need further assistance with your paper please consider joining me during my office hours, or making an appointment with the Global Communication Center (<http://www.cmu.edu/gcc/>) and/or the Intercultural Communication Center (<http://www.cmu.edu/icc/>, for non-native English speakers).

In addition, you are required to cite all sources you use in your paper. This includes both direct quotations and cases where you use someone else's ideas. "Sources" include papers, journals, conversations, anything found on the internet, and so on. Basically, if the thought did not originate with you, you should provide a source.

If you need some guidance on the mechanics of citing your sources, please see the "Citing Your Sources" document on our Blackboard site.

4. Campus Resources:

You are permitted (and even encouraged) to make use of the academic support services offered by Academic Development (<http://www.cmu.edu/acadev/>) and the Global Communication Center (<http://www.cmu.edu/icc/>). However, in accord with the

University's policy, you must let me know when you use them for a special assignment. Please make a note on any graded work for which you use their assistance, making it clear what service(s) you used. Please also note whether or not you have attended office hours.

If you have any questions about what is expected of you in this class, come see me during my office hours, or ask me after class.