

Appendix C

STANDARDS OF CONDUCT:

Classes will start and end on time. Students (and faculty) are expected to be prompt. Students will sit according to a seating chart set up early in the semester. **Use of electronic devices including laptop computers during class is not allowed. In addition, cellphones, pagers, watches that make a noise to signal the time, etc. must be turned completely off (i.e., not on vibrate) during all classes and examinations. Exiting and reentering the classroom during class, participating in text messaging, or similar activity during class will reduce your class participation grade and may result in your being asked to leave the room. Personal conversations and other activities unrelated to class should be conducted outside of class time.**

Additional rules regarding conduct can be found in the [College/University] Code of Student Conduct, which you signed upon entering [College/University]. This document can be found at [College/University web reference]. Violations of this code can include disruptive and obstructive behavior [College/University web reference]. A variety of sanctions may apply to students who violate these rules.

ETHICS:

- Each student has the responsibility (1) to uphold the highest standards of academic integrity in the student's own work and (2) to make known any violations of academic integrity by others in the university community. There is a "zero-tolerance policy" for academic integrity violations.
- Students who are suspected of academic dishonesty will be dealt with in accordance with University policy. See the Undergraduate Catalog at [College/University web reference].
- Academic dishonesty also includes having access to unauthorized materials or devices while taking examinations, tests, or quizzes. This includes electronic devices (see below), textbooks, notes, or other materials that are not securely stowed in a backpack or bag that is zipped or fastened in a closed position or left at the front of the room. Items placed at the front of the room during an exam are left at your own risk. The instructor is not responsible for items which may be lost, stolen, or damaged during an exam. Access to unauthorized material during an exam, test, or quiz is academic dishonesty; it is not necessary for the instructor to prove the unauthorized material was actually used by the student.
- Plagiarism is copying without acknowledging the source. It includes taking materials from the internet without proper attribution. To avoid plagiarism, if you insert a quote in your writing, include quotation marks and provide a reference to the source of the material you are using. If your work incorporates another's work, you also must provide a reference even if you are not using the exact language of the source on which you are relying. Plagiarism detection software may be used by individual instructors or by the University to aid in determining the originality of student work.
- Note that this class involves projects or assignments to be completed on a group basis. You are expected to fully participate with your team members in ALL group assignments. A peer evaluation sheet may be used to assess student contributions to teamwork. **Unless clearly specified as a group project, all assignments in this class are to be completed on an individual basis.** Collaborating with students or others when completing individual assignments is academic dishonesty and will be grounds for assessment of penalties as described in the Undergraduate Catalog (see above link).

- Examinations will be administered per the schedule announced in this syllabus. Please consult University policy regarding taking the final exam other than at that scheduled time. No make-up exam will be given for any examination, absent an appropriate reason that is timely verified by proper documentation. Any exam given to a student in this course at a time other than the time during which the class is scheduled to take the exam may differ in content and/or format from the exam given to the class generally (i.e., a make-up exam may differ from the exam given to the rest of the class). **Examinations are based on the course reading, lectures, online postings, and class discussions.**
- Students for whom English is a second language are allowed to use a TWO LANGUAGE general PAPER dictionary to assist with translation during examinations. The use of an **electronic or content-specific dictionary** (for example, a law-related dictionary) is **not allowed**.
- **NOTE:** Use of cellphones, laptops, iPads, or other unauthorized electronic devices of any kind is NOT allowed during exams, tests, or quizzes. All such electronic devices are to be turned off and stored in a backpack, purse, or other bag which is zipped shut or otherwise securely closed. **If you have an unauthorized electronic device that is visible or which can be touched or otherwise manipulated and accessed by you during an exam, you will receive a grade of zero.** It is not necessary for the instructor to prove the unauthorized device or material was actually used during the test; academic dishonesty occurs when a student has access to prohibited information sources. There will be no exceptions to this rule.
- Possible University sanctions for academic dishonesty range from admonishment to expulsion from the University. Academic dishonesty in any form in this class (regardless of its magnitude in determining final grades) will be met with a grade of zero for the grading incident in connection with which the cheating occurred. This means, for example, that a student who cheats on a homework assignment will receive a “zero” for that assignment. A student who cheats on a test will receive a “zero” on that test.
- Variations of this penalty, meaning sanctions less or more severe, will be applied solely at the instructor’s discretion and will reflect the circumstances of the case.
- In no event will a student be allowed to avoid a penalty for academic dishonesty by dropping a test or assignment or repeating a test or assignment. For example, if you submit a case analysis that contains plagiarized material, you will not be allowed to resubmit an analysis of a later case in order to eliminate the zero received because of the plagiarism.