

Academic Honesty and Late Policy¹

CMSC 304 – Fall 2014 – Prof. Matuszek

All students must **read**, **understand**, and **follow** the course policy on academic honesty and late assignments. Each student will be asked to sign a statement indicating that they have read and understood the policy.

1 Academic Honesty

By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community, in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook, or the UMBC Policies section of the UMBC Directory.

– Statement adopted by UMBC's Undergraduate Council and Provost's Office.

Cheating in any form will not be tolerated. In particular, all assignments are to be your own work. You may discuss the assignments with anyone. However, any help you receive must be documented as follows.

Written answers on all assignments (including the midterm, ethical analyses, and the research paper) must be your own work. Plagiarism (copying) of any source, including another student's work or the assigned readings for the course, is not acceptable. If you wish to quote a source, you must do so explicitly, using quotation marks and proper citation at the point of the quote. A useful guideline is that if more than two or three words in a row are the same in your report as in the original source, and you have not quoted and properly cited them, you have plagiarized. APA style, or another author/name style, is preferred, but any style is acceptable as long as your citations and bibliography are complete, consistent, and correct.

An excellent overview of the APA style for correctly citing a source can be found here:

<http://library.williams.edu/citing/styles/apa.php>

Guidelines on acceptable paraphrasing:

<http://www.indiana.edu/wts/pamphlets/plagiarism.shtml>

See also the other documents at :

<http://www.indiana.edu/wts/pamphlets.shtml>

for useful suggestions on writing and citing sources.

¹ Adapted from CSMC 304 Spring 2014 Honesty Policy, Dr. Marie desJardins, 2013.

Group assignments: Some written assignments will be group assignments that are to be submitted by a group of two or more students. When submitting such an assignment, the same rules regarding plagiarism and academic honesty apply, except that the submitted work must be the work of the students as a group. Moreover, by submitting a group assignment, each student is representing that the assignment is the work of the entire group, and each student takes full responsibility for the assignment's originality and content. Note that this means that if a student in a group makes no contribution to the assignment, the rest of the group should not include their name on the assignment. Rather, the rest of the group should notify the instructor by email that the absent student did not contribute, and should cc that student on the email.

Fabrication: Fabricating sources or any other information in your assignments is academically dishonest and subject to the penalties outlined below.

Aiding and abetting: Providing another student with answers, or helping them to cheat, is an equally serious violation of the principles of academic honesty. A student who commits such an offense is subject to the same penalties.

Penalties: The consequence for any infraction of this policy is, *at minimum*, a zero grade for the entire assignment. In addition, in order to pass the course, the student will be required to recomplete the assignment honestly. Consequences for more serious infractions of this policy, or for second offenses, may include, but are not limited to, receiving a failing grade in the course or being suspended or expelled.

2 Late Policy

Assignments are due at the beginning of the class period on the due date. Assignments must be submitted on paper (see legibility policy, below) or electronically, as specified for each assignment. After a ten-minute grace period, assignments will receive a 25% grade reduction from the maximum value (i.e., a loss of 25 points for a 100-point assignment). After 24 hours, assignments will receive a 50% grade reduction from the maximum value. After 48 hours, assignments will receive a 75% grade reduction. No late assignments will be accepted after 48 hours.

Extensions for well-justified reasons may be made by written request, well in advance of the deadline. Typically such extensions are only granted once per student per semester, and only up to one week. Extensions are not automatic. Last-minute requests, or requests for extensions at or after the deadline, will be denied except in the most extenuating circumstances. Written documentation of extenuating circumstances (serious illness, death in the family) will be required.

3 On Writing

Legibility policy: All written assignments must be typed or very legibly handwritten, and must be proofread with reasonable attention to spelling, clarity, and grammar. It is

disrespectful to the course staff to submit an illegible or poorly prepared assignment. Illegible assignments and assignments with large numbers of typographical and grammatical errors will be returned without a grade; to receive a grade, the assignment must be resubmitted in legible form by the next class period. Only one such resubmission will be permitted per student per semester.

Writing: This is a writing-intensive class, and writing is both an important part of the intended learning objectives for the course and a significant part of your grade. Moreover, success in this, and most, disciplines requires the ability to effectively communicate one's thoughts. If you have difficulty writing, whether because English is not your first language or because you haven't taken many writing classes, I **highly** suggest that you take advantage of on-campus sources of help, especially:

UMBC's writing center is located on the lower level of the main library. (Phone 455-3126, hours Monday-Wednesday 10 a.m.-7 p.m., Thursday 10:00 a.m.-5 p.m., Friday 10 a.m.-2 p.m.) This is a free tutoring service that will help you prepare essays and papers for any course.

I have read and understood the CMSC 304 course policy on academic honesty and grading standards. I agree to follow the policy, and I understand the consequences for violating the policy.

Signature

Date

Printed Name