# Academic Honesty and Grading Standards
## CMSC 491M/691M – Spring 2003 – Prof. desJardins

All students must read, understand, and follow the course policy on academic honesty and grading standards. 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 for homeworks and exams must be your own work.** Plagiarism (copying) of any source, including another student's work, 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**. `http://www.lib.duke.edu/libguide/bib_journals.htm` gives an excellent overview of how to correctly cite a source.
`http://www.indiana.edu/~wts/wts/plagiarism.html` gives guidelines on acceptable paraphrasing.

**The implementation of the programming assignments must be your own work.** Before using code from any source, you should check with the instructor to be sure the use is acceptable. If you do use code from another source, you must explicitly cite the source. If you are stumped on a particular error, you may consult with someone else; however, if you consult with someone other than the instructor, the TA, or the consulting desk, you must place a comment in your code near the point of the error, stating the source and scope of the help you received. Reasonable help will not affect your grade; failure to cite your sources is academically dishonest.

**Team projects:** For team projects and assignments, naturally all team members can and should contribute to the work. Claiming equal credit for a project if you did not contribute an equal share of the work is dishonest and subject to the same penalties as other forms of cheating.

**Fabrication:** Fabricating results, sources, or any information, 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 as the student who cheated.

**Penalties:** The consequence for any infraction of this policy is, **at a minimum**, a zero grade **for the entire assignment**. In addition, in order to pass the course, the student may 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 from the university.

## 2 Grading of Assignments

In your reading journal, you will need to take notes, summarize papers, and express your observations and opinions. Each entry should include a complete bibliographic reference and notes on the important contributions of the paper.[1] Full credit will be given for reasonably readable, coherent notes that are completed on time (i.e., before the class). There is no requirement or expectation of deep analysis in these notes, though you're certainly welcome to be as deep as you'd like! The reading journal will be spot-checked randomly during the semester, and I may collect it once or twice to take a closer look.

For the in-class presentations and project reports, a portion of your grade will be given for the content of the assignment, and a portion will be given for readability and style. The *approximate* distribution of credit will be as follows:

- 80% for content (well thought out and well reasoned answers; answers that are "correct" to the extent that there *is* a correct answer, which there often is not).
- 10% for "readability": correct grammar and spelling, readable formatting.
- 10% for "elegance": well expressed thoughts in a well structured essay.

Assignments that I consider to be unreadable will be returned ungraded. You may submit an assignment returned for this reason **up to one time** during the semester.

Although this is not a writing class, success in any scientific discipline requires the ability to effectively communicate one's thoughts. If you have difficulty writing, whether it's because English is not your first language, or because you haven't taken many writing classes in your undergraduate program, I highly suggest that you take advantage of UMBC's writing center, in the main library. (Phone 455-3126, hours 9 a.m. - 6 p.m. Monday - Thursday, 9 a.m. - 2 p.m. Friday.) This is a free tutoring service that will help you prepare essays and papers for any course.

## 3 Late Policy

Assignments are expected to be turned in on time, and are due at the beginning of class on the due date. Late assignments will only be accepted if an extension is requested and granted in advance.

[1] Even in these notes, you should not plagiarize: That is, you should clearly mark any direct quotes. The reason for this is simply to get you used to taking notes in a way that facilitates academic honesty. If you later use your notes to write a summary or passage in a related-work section for a paper or report, you don't want to inadvertantly include passages from your notes that are direct quotes from the paper.

I have read and understood the CMSC 491M/691M course policy on academic honesty and grading standards. I agree to follow the policy, and I understand the consequences for violating the policy.

Name

Date