

Academic Honesty and Grading Standards

CMSC 100 – Fall 2012 – 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.

The signed acknowledgement on the last page is due on Tuesday, September 4. Please submit it on time to avoid late penalties as described on that page.

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 homework, exams, and the research paper) 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.** 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, you have plagiarized.

<http://www.library.cornell.edu/node/147> gives an excellent overview of the APA style for correctly citing a source. (You may use any style as long as your bibliographic entries are complete and correct.)

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> gives guidelines on acceptable paraphrasing. (See also the other documents at

<http://www.indiana.edu/~wts/pamphlets.shtml> for useful suggestions on writing and citing sources.)

The same requirements applies to programming assignments. Your programs are expected to be your own, original work, and not borrowed, copied, templated, or modified from code that you have obtained elsewhere (unless this is specifically permitted in the assignment, and in which case you should explicitly document your sources). Under no circumstances should you show your program code to another student (again, unless this is specifically permitted in the assignment).

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 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 from the university.

2 Grading of Assignments

Some written assignments (such as certain problem sets) will have a “right” answer. Those will be graded according to correctness, with partial credit given for incorrect solutions to the extent that you’ve shown your work and indicated why you believe your answer to be correct.

For short written answers that are more subjective (e.g., your opinion of a particular topic), full credit will be given for reasonably readable, coherent and well supported answers.

For the research paper, and similar lengthy written assignments, a portion of your grade will be given for the content of the paper, 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 discussion; good coverage of the topic material; thorough research in appropriate sources).
- 10% for “readability”: correct grammar and spelling, readable formatting.
- 10% for “elegance”: well expressed thoughts in a well structured essay or presentation.

3 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 72 hours. Late assignments may be placed under the instructor’s door with a date and time annotation, and the signature of the student affirming this date and time. (See academic honesty policy, above.)

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 other than in the most extenuating circumstances. Written documentation of extenuating circumstances (serious illness, death in the family) will be required.

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.

Multi-page assignments need to be **stapled**. There will be a one-point penalty for any assignment that is not stapled. (Dogears, paper clips, and funny folded and torn corners are not staples.) Buy a stapler and put it in your backpack—it will come in handy more than once, and you'll be popular among your peers!

Although this is not a writing class, success in any 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, I highly suggest that you take advantage of UMBC's writing center, on the first floor of the main library next to the reference desk. (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.

This sheet must be signed and returned by Tuesday, September 4. If turned in late, students will receive a one-point penalty (out of 100 overall points for the semester) in their course grade for each class meeting that the assignment is late. For example, if you turn it in on September 6, you will receive a one-point penalty. If you turn it in on December 11, you will receive a 27-point penalty. Please do yourself a favor and turn it in on time, thus saving yourself points and establishing good habits that will serve you well for the rest of the semester.

I have read and understood the CMSC 100 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

Print Name