

Academic Honesty and Collaboration

The integrity of the University community is affected by the individual choices made by each of us. This is especially true in New Century College. GMU's Honor Code (www.gmu.edu/facstaff/handbook/aD.html) has clear guidelines regarding academic integrity. Three fundamental and rather simple principles to follow at all times are that: (1) all work submitted be your own; (2) when using the words or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, *ask for clarification*. No grade is important enough to justify academic misconduct. If you feel unusual pressure or anxiety about your grade in this or any other course, please talk with us or with a counselor. The University provides a range of services to help with test anxiety, writing skills, study skills, and other related concerns (section VII of this syllabus has information about a variety of student resources and support services).

Some projects are individual assignments. For these projects, you may discuss your ideas with others or ask for feedback; however, it is not appropriate to give your paper to someone else to write or revise. You are responsible for making certain that there is no question that the work you hand in is your own. If only your name appears on an assignment, your professor has the right to expect that you have done the work yourself, fully and independently.

As in most learning communities and in many other classes, you will complete a group project in this unit. With collaborative work, names of all the participants should appear on the work. Over the course of the six weeks you may find that it is necessary for different group members to take the lead on various assignments leading up to the group project. However, faculty members do expect that all group members will contribute fully and that the pieces will be conceptually integrated in the final end product.

Using someone else's words or ideas without giving them credit is plagiarism, a very serious offense. It is very important to understand how to prevent committing plagiarism when using material from a source. If you wish to quote verbatim, you must use the exact words (including punctuation) just as it appears in the original and you must use quotation marks and page number(s) in your citation. If you want to paraphrase ideas from a source, that is, convey the author's ideas *in your own words*—you must still cite the source, using MLA or APA format.

The resubmission of assignments or projects from one course in another course is not appropriate. In every NCC course, faculty members expect that work you submit has been done only for that class. An exception is made for materials included within course and year-end e-portfolios. If you have any questions not answered in this syllabus or have any concerns during the course, please feel free to ask us in class or call one of us as soon as possible.