

BIOLOGY ACADEMIC RESPONSIBILITIES AND BEHAVIOR EXPECTATIONS AGREEMENT

All students in Bio 1010 must read and the following Agreement and sign on their Student Information Sheet that they agree to uphold the information in this document. It is designed to help you succeed in this class and college in general!

A. Academic Integrity

Academic honesty is fundamental to the activities and principles of the University. According to MU's Honor Code, "Academic dishonesty refers to any act that is intended to produce an academic assessment that is not commensurate with an individual's performance, or any act that is intended to unfairly assist or hinder an individual's academic efforts."

Experience indicates that this statement in MU's Honor Code is sometimes unclear to students. In order to address misinterpretation, this document will clarify what is and is not academic dishonesty in Bio 1010.

Examples of Academic Dishonesty include, but are not limited to:

1. Using sources of information that have not been permitted.

- Example: If your professor gives you an assignment and indicates that you are to limit your sources to your notes and textbook, then using the Internet is academic dishonesty. Calling your high school biology teacher for help is academic dishonesty in this situation.
- Example: Exam day! You are uncomfortable with the parts of the cell, so you write it down on a little piece of paper with the intention of looking at it during the exam if you need to.
- Example: You are allowed to use a calculator on the exam. You have a scientific calculator and program in some additional information from your notes into it with the intention of accessing that information if you need it during the exam.
- Example: Using an iPod with recorded information during an exam.

Don't make the mistake of thinking that because the professor would have a hard time discovering your illicit behavior, it is therefore OK. To be categorized as 'dishonest' does not require that you are caught, or that you actually benefited from your attempts to gain an advantage.

2. Passing another student's work off as your own.

- Example: You are unable to attend class, so you ask another student to put your name on the in-class assignment or sign in on the roll sheet for you.

- Example: Your friend completes her assignment. You are still missing some answers, and her responses sound good so you copy them, changing a few words to make your answer unique.
- Example: Looking at another student's paper during an exam.

You are encouraged to work with other students on assignments or Blackboard "quizzes". However, your thoughts should be your own and put in your own words. You should apply mental effort to the questions and formulating the answers.

Remember, these exercises are designed to help you understand the material. A little effort at the time of the assignment will save you a lot of studying directly before an exam!

3. Assisting others in cheating

- Example: If you are leaving town and arrange to take an exam early, for example, and you share information about the exam with others who have not yet taken the exam, you have committed academic dishonesty.
- Example: If you complete any assignment and give it to your friends to use, you are committing academic dishonesty.
- Example: If points are given for attending class or an in-class assignment, and you somehow indicate that your absent friend is present, you are committing academic dishonesty. This includes all students in the group!

If you are under pressure from friends to provide such assistance, remember that you alone are responsible for your own academic career. The consequences of academic dishonesty are far greater than the consequences of irritating a friend. If you lose a friend for refusing to help him/her cheat, is this really somebody you would like to have as a friend? What did he/she value about you? If you are asked to help somebody cheat, simply reply 'no, sorry, I can't afford the consequences.' (You may score points with your friend for emphasizing the danger rather than your friend's lack of integrity!) If you still feel you are under pressure to cheat, contact the professor for advice.

4. "Correcting" an assignment or exam that has been returned to you and then claiming it was incorrectly graded.

5. Lying to a professor or teaching assistant in order to arrange an extension on an assignment or exam.

6. Plagiarism - stealing someone's thoughts or words and presenting them as yours.

- Example: A part of the textbook answers a question perfectly. You write on your assignment the sentences from the textbook.

- Example: A web page has the answer you need. You write that answer and change a few words, but do not reference the webpage.
- Example: Sharing lecture notes, study guides, assignments, test questions, etc. with individuals outside the class (Ex: third-party websites like *Grade Genie*) without the express permission of the instructor.

When using information from another source, you must do the following:

- Put the information in your own words.
- Indicate you used an outside source to come up with that answer.
- Provide the URL of the website or reference information of the source.
- Write the date you accessed the website or the date the source was produced.

If you are not sure whether a particular act constitutes academic dishonesty, ask the professor before you do it. It's that simple. Really.

Any case of academic dishonesty in this class will result in a grade of zero for the quiz, exam, or assignment, and will be reported to the Provost for potential further action. "Further action" can range from probation to expulsion from the University.

It isn't worth the risk! See <http://academicintegrity.missouri.edu/> for more information.

B. Behavior Expectations

Everyone is expected to respect the learning of others. All students are expected to assist in maintaining a classroom environment that is conducive to learning.

1. Disruptive behavior in the classroom may be classified as anything that disturbs the teacher or other students during the class period. Listed below (but not limited to) are a few examples of disruptive behavior that were listed by other Bio 1010 students and will not be allowed during class:

- Cellular phones and beepers ringing or vibrating. Please turn them off.
- Text messaging during class.
- Clicking pens, smacking gum or other repetitive, noisy activities.
- Thumping the back of someone's chair with your leg.
- Demanding special treatment.
- Dominating discussions, interrupting or belittling others.
- Shuffling backpacks and notebooks or making other disruptive noise, even towards the end of the hour.
- Overt inattentiveness (reading a newspaper, sleeping, etc.).
- Inappropriate talking: classroom conversation should be limited to what is relevant to the class discussion.

- Use of a laptop for anything but taking class notes (web surfing, checking e-mail or Facebook, playing games, etc.).
- Excessive tardiness or leaving early. (I understand this is a big campus and would rather you came in late than miss altogether. Just do it quietly and do not abuse this - coming in more than 5 minutes late is unacceptable.)
- Rudeness in tone or content to others.

2. **Expectations associated with completing class work and communication with others.**

It is the student's responsibility to...

- take the online assignments by the assigned dates. There are no make-ups given. Remember: Students must hit the SUBMIT button in order to have Blackboard quizzes graded.
- follow directions associated with all work in this course; failure to do so will result in loss of points or loss of credit completely. This applies to all assignments and examinations (including filling out scantrons properly).
- keep track of scores on all work: notification of any discrepancies must be made within 1 week of the posting date (email Dr. Stone). Failure to notify within a week will result in a deduction of points or loss of credit for that particular work.
- use e-mail responsibly. E-mail the professor or teaching assistant only after you have tried to find the information on Blackboard, in the syllabus or textbook, or from another student first. Address your e-mails properly and use respectful language. Indicate who you are, which course you are enrolled and use only your MU account.

The University of Missouri M-Book for 2008 outlines unacceptable behavior in the Standard of Conduct section. If behavior becomes threatening, disrespectful, or distracting to other students, teaching assistants or professors, or breaches any other standards listed in the M-Book, we may ask the offending student to move to another seat, leave the classroom or discontinue communication. If the student continues their offensive behavior, the matter will be turned over to the Office of Judicial Services in N229 Memorial Union. The consequences for this behavior can be disruptive to your life.

Again, it is not worth it!

See <http://web.missouri.edu/~umcstudentlifeweb/docs/M-Book2008-2009.pdf> to read this and other Rules and Regulations for the University of Missouri in the M-Book.

Thank you for making this class successful!

Sources: University of Missouri Student Handbook (Fall, 2008), section 200.010, 200.020, Dr. Sarah Bush (Fall, 2006), Dr. Robin Hurst (Fall, 2008), University of Missouri M-Book, 2008-2009, Student input during Bio 1010 (Fall, 2008-Present).