

Academic Integrity Statement

Susan Godfrey

Microbiology Biosci 1850

Microbiology lab courses & writing practicum Biosc 1855, Biosc 1860, Biosc 1861

Microbial Genetic Engineering lab course & writing practicum Biosc 1290, Biosc 1291

Virology lab course & writing practicum Biosc 1740, Biosc 1741

Faculty responsibilities

I and my teaching assistants are bound by the University policies on Academic Integrity. My responsibilities include, but are not limited to, the following: (i) To provide a clear account of obligations students must meet in my classes, and be consistent in holding students to those obligations. (ii) I will not tolerate cheating in my classes and do take whatever steps I can think of to prevent it. It is my obligation, and the obligation of my teaching assistants, to protect the interests of honest students and to ensure that they have a fair chance to earn grades based on the quality of their work. (iii) I will adhere to announcements (orally or in writing) made at the beginning of the term concerning content of examinations, quizzes, and assignments, and will not change the rules in the middle of the semester. (iv) In multi-section courses the same rules will be applied consistently to all sections, and grading will be done in such a way as to minimize or eliminate section bias. (v) In all matters of evaluation of a student's coursework, and in interacting with students in class, it is my wish and intention to be in no way biased because of a student's gender, race, place of national origin, language ability, intended post-graduation goals, religion, sexual orientation, or other attribute unrelated to academic performance in my class. I engage to arrange, as far as possible, that my teaching assistants shall not be so biased. (vi) I engage to respect the dignity of all persons in my classroom, and will do my best to see that others behave similarly. (vii) I engage to protect students from laboratory hazards and teach them how to recognize such hazards and protect themselves.

Student responsibilities

(i) My policy is that it is the student's obligation to be on campus for important academic events like examinations and quizzes, and that (ii) to earn a passing grade in a laboratory course requires that the student experience at first hand most of the benchwork assigned as part of the curriculum in that course. (iii) Moreover, I expect that students will present as their own work, in examinations, quizzes, and papers or other assignments, only work that is actually their own. (iv) Students should recognize that big universities such as this one present a culturally diverse environment. I expect my students to refrain in the classroom from acting or speaking in a manner that is discriminatory or derogatory toward any other person. Such behavior does not forward our common goal of learning.

Special needs

Students with health problems, disabilities, or other special needs that require a special classroom or examination accommodation should notify the instructor and the Office of Disability Resources and Services during the first week of the term. Call Disability Services and Resources at 648-7890 (voice and TDD) to schedule an appointment.

Cheating

I consider cheating to include (i) copying from another student's work under any circumstances, including on assignments, (ii) copying from texts or other books, notes, or any other material (such as the student's person or clothing) during a quiz or examination when that is not explicitly encouraged, (iii) storing data or information in any electronic device and using that during a quiz or examination (I do not usually permit the use of calculators in quizzes or examinations), (iv) using unattributed a verbatim copy of any text from your lab manuals or any other person's text (published or unpublished) in any written assignment (this is called plagiarism), (v) giving any false or deceitful reason for missing a quiz, examination, or assignment when asking for a makeup, (vi) any change made to a graded quiz, exam, or paper that misrepresents the answer originally given and graded, for use in trying to get point changes (warning: we photocopy graded quizzes, exams, and papers at random, sometimes comprehensively, to guard against this), and (vii) any other act prohibited in the University's guidelines on academic integrity.

If a student is found to be cheating on a quiz, paper, or examination, the minimum penalty will be a score of "0" on that quiz or examination (first offense). A more severe penalty might be applied if circumstances call for that, such as a failing grade for the course. Repeated offenses will be treated more severely.

Absences

Students who must be absent from a laboratory session and wish to make up the lab work, usually may arrange to attend some other section for that session if, and only if, the request is made before beginning of that week's work. For details, please see individual handouts for specific classes.

Students who must miss a quiz or an examination for a legitimate reason must document the need to do so before the day of that examination, or, in an emergency, call (or ask someone else to call) within an hour of when it starts and document the problem later. The number to call is 624-4254, this number is served by an answering service. Having to study for an examination in some other course is not a legitimate reason.

Any missed examination for which you request a makeup opportunity (if course policy allows that) must be documented in the following way: you must submit a typewritten request for a makeup opportunity giving your name and social security number, the date of the missed examination, and a brief statement of the nature of the emergency. Documentation such as a doctor's record of medical emergency should be attached. We may ask you to provide additional documentation. The request must be signed by you, and given to Dr. Godfrey within a week of the missed examination. A missed final examination will result in a G grade if the student meets the CAS guidelines for G grades and documents the emergency as above, and otherwise will lead to a grade based on a final examination score of 0.

Conflicting holiday or vacation plans and weddings of relatives will not be acceptable as reasons for missing examinations or quizzes, unless the student can document that these plans were made before the examination schedules were announced (for fall term final exams this means the previous Spring when the Schedule of Classes was published, for spring term final exams the publication of Schedule of Classes in October the previous term).