

Expectations and Cheating Policy

Class Expectations: Every student is expected to contribute to a positive, safe, distraction-free, productive learning environment. Common courtesy is expected at all times.

- Before class, silence and stow phones and all electronics. Do not leave them on your desk. Do not go outside during class to make or answer a phone call. Do not send or read text messages during class. Remove earbuds and earphones. If your device is visible during class, I may confiscate it.
- Enter the classroom quietly, take out your pencil, eraser, calculator, and grade record sheet. Put all other belongings away under your desk (not on your lap), and begin work on the PQ.
- After you turn in the PQ, update your grade record sheet.
- Always bring clean paper for notes and practice problems.
- Do not talk while I am teaching or while other students are taking a PQ or asking questions.
- Comments about another's race, ethnicity, religion, accent, appearance, sexual orientation, or lack of intelligence will not be tolerated.
- Do not sleep in class. Do not sing unless it is part of our lesson.
- Do not bring food, drinks, children, or visitors to class (water bottles OK).
- If you act inappropriately, I may assign your seat location, expel you from the class for up to two (2) days, and/or send you to meet with the MSE dean.

Other expectations:

- Use pencil for all work you turn in for this class (so you can erase). I will take off points if you use pen.
- Write neatly (and avoid numbers changing to letters and negatives disappearing).
- Always show your work. Answers without work may earn no credit. Skipping steps often causes errors.
- Keep all papers until the end of the semester.
- You may find a 6-inch (or 15-cm) ruler and/or colored pencils helpful for some sections.
- Periodically I will email a copy of my gradebook. Please check it and report any errors or discrepancies.
- I may make changes to this syllabus by announcing them in class or sending them by email.
- No passing grades will be reported for students who have not shown a photo ID.
- No incomplete grades will be given under any circumstances.

Cheating Policy: Cheating is anything which misrepresents your knowledge.

Cheating destroys my trust in you and therefore severely damages our instructional relationship.

The value of your SWC degree depends upon SWC protecting its reputation as an academically honest institution, where students have learned what their transcripts say.

Cheating in any form will result in a consequence which I choose based on the severity of the cheating, including number of times a person has cheated:

0% for the problem or

0% for the assignment or

an F in the course.

In addition, a Report of Student Misconduct may be filed with the Dean of Students, which may result in further disciplinary action(s), which may have consequences to your continuing at SWC, your transfer institution, or your future employer.

If a zero is assigned for cheating on an exam (or another severe infraction), it will not be replaced by the PQ average.

In some cases, the appearance of cheating will be assumed to be cheating.

For example, talking *at any time* while *any* student is taking a PQ will be treated as cheating. (A gentle alarm will sound near the end of time for working on PQs. Students will be permitted to work until I call for the PQs to be turned in (typically about one minute after the alarm), and no student may talk, whisper, or communicate with any other student until all PQs are in.)

If more than one person is involved, this policy applies equally to the cheater and the person cheated upon. If you are uncertain whether a particular action is cheating, please ask before doing it.

Some examples of cheating include:

- Looking at or copying or writing on another person's paper,
- allowing someone else to look at or copy or write on your paper,
- using a cell phone, other electronic device or unapproved calculator,
- looking at notes, graded papers, cheat sheets, or anything with math written on it (except GRS),
- talking while any student is working, or
- getting someone else to pretend to be you for exams or PQs or homework.

Avoid the appearance of cheating or assisting someone else to cheat:

- Shield your paper so that others can't see your work.
- Do not talk to anyone during a PQ or exam – even if you are finished.
- Do not look at anyone's paper.
- Do not give your paper to someone else to turn in, or turn in anyone else's paper for them.
- Do not sit next to people who will tempt you to talk, look, or compare work.