

School of Business

**Example 1:**

**Academic Integrity**

Policy found at <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>.

***Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University.*** Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

**If there are questions on how to comply, please contact Mary Flaherty in the Rutgers-Camden Dean of Students office: [marykreb@camden.rutgers.edu](mailto:marykreb@camden.rutgers.edu) or contact the appropriate Associate Dean or Area Head at the School of Business.**  
**Student Code of Conduct**

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests

- Threats or violence

Violations of the code should be reported to the Dean of Students office [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu) or 856-225-6050.

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111.

**Example 2:**

**Academic Integrity**

“Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are only legitimate when the assistance of others is explicitly acknowledged...The principals of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them...Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors.”<sup>1</sup>

Students are expected to know, understand and adhere to the policies on academic integrity outlined above. Procedures for violation of these policies outlined in the University Code of Academic Conduct will be followed.

**Classroom Protocol**

This protocol mimics standard expected behavior for business meetings. You are treated as professionals in my course. This comes with responsibilities. First, communication devices are not to be used in any way during class. Keep cell phone calls and texting use outside of the classroom. Second, there will be no use of laptop or other portable computing equipment for any reason unless the entire class is doing a group session involving PC's and that would occur in the Bloomberg Laboratory. Recent research has shown that students that use PC's for legitimate educational use during classes have lower performance. Third, it is expected that there will be no side-discussions during the lectures. Fourth, do not leave the classroom during class. You are scheduled to be in the room for one hour and twenty minutes without interruption. The class will start and stop promptly. Violations of this protocol will substantially affect your final grade. If I observe two instances of violation of the protocol, the student's participation grade will be 0, which is 10% of your course grade. You may or may not be told in class to cease on the spot.

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<sup>1</sup> Rutgers University Code of Academic Conduct, taken from the Student Advising Handbook - <http://camden-sbc.rutgers.edu/CurrentStudents/students/advising.pdf>.

### **Example 3:**

#### PMBA Sample

Academic integrity is a core value at Rutgers. Every Rutgers University student must: properly acknowledge and cite all use of the ideas, results, or words of others; properly acknowledge all contributors to a given piece of work; make sure that all work submitted as his or her own is produced without the aid of unsanctioned materials or unsanctioned collaboration; and adhere to other standards as indicated by the course instructor and university policies. Adherence to these standards is necessary to ensure that all student work is fairly evaluated and that no student has an unfair advantage over others. Cheating, plagiarism, or any other violation of academic integrity will result in a zero on the assignment and could result in a failing grade in the course. Violations of academic integrity will be reported to the appropriate University officials and could result in suspension. For details of the University's policies and expectations regarding academic integrity, please see: <http://academicintegrity.rutgers.edu/>.

In addition, I understand that we all live very hectic lives. Please strive to make our class free from distractions and disruptions. Plan so that you can:

- Arrive at class before the official start time.
- **Turn off** and **put away** electronic devices during class time unless needed for note-taking or class activities.
- Check your electronic messages before class begins, during break, or after class is over.

**Course Management System “Sakai”:** <https://sakai.rutgers.edu/portal>.

- I post all handouts on Sakai including the syllabus, lecture notes, and assignments.
- You will submit case assignments and the final exam through Sakai. Sakai uses the services of Turnitin, a tool that faculty and students use to ensure student work is free from concern about authorship or plagiarism.

#### **Assignment Details**

- No additional research of any sort should be conducted for the cases. All work related to the cases should be prepared by the case-writing team based on analysis of case material and without any outside assistance (e.g., other classmates, Internet sources, etc.).
- Hard copies of written cases (one per team) are due at the beginning of class, and an electronic version of that hard copy is also due to Sakai prior to the beginning of class that day. In the Assignments portion of the Sakai site, you will find a folder for each case. One member of your team – it does not have to be the same person for each case – should submit the team case by uploading it to the appropriate folder. The Turnitin functionality in Sakai will then check your written work against other submissions, the Internet, and other databases, and will provide a report to the instructor. The purpose is to check for plagiarism (e.g., presenting the work of someone else as if it were the presenter's;

presenting work from another source or person, such as a website or another student, without acknowledging the source of the material).

### **Final Exam**

A cumulative exam will be administered as a take-home, open-book, open-lecture note, comprehensive exam. Each student is expected to complete the final exam individually and without any assistance from any outside source (e.g., classmate, friend, family member, work associate, Internet sources, etc.).

#### Example #4:

#### **Student Work**

Students will frequently work together on assignments as well as individually. All assignments that are turned in for a grade must be typed and double spaced using Times New Roman font, 12 point font unless I state otherwise. If citations are needed, then all citations should be put in APA format.

Student work is routinely checked for plagiarism. Students who submit plagiarized work will have charges filed against them within the University honor program procedures. All students are required to know what constitutes plagiarism as defined in the University's honor policy:

If you're not clear on the distinction between plagiarism, paraphrasing and writing your own words, you'll find some useful information and examples online at: [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/flash_presents/text_plag.html)

#### **Included by Incorporation**

This syllabus incorporates all RU rules, requirements, policies, and academic deadlines that apply to students. This syllabus also incorporates all the deadlines on the academic calendar. Please make yourself familiar with all rules, requirements, policies and deadlines including but not limited to Academic Integrity, University Statement Concerning Students with Disabilities, Computer Ethics Policy, Sexual Harassment Policy, RU Rules and Procedures including Rights and Prohibited Conduct, and course withdrawal deadlines.

#### **Academic Honor Code**

All students in attendance at Rutgers University are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Rutgers University expects from its students a higher standard of conduct than the minimum required to avoid discipline. At the beginning of each semester and on tests and projects, at the discretion of the course professor, each student will be expected to sign an Honor Pledge.

The Academic Honor Pledge reads as follows: "*On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment).*"

#### **Academic Misconduct**

Academic misconduct includes all acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following acts, when performed in any type of academic or academically related matter, exercise, or activity:

- **Cheating:** using or attempting to use unauthorized materials, information, study aids, or computer-related information
- **Plagiarism:** representing the words, data, works, ideas, computer programs or output, or anything not generated in an authorized fashion, as one's own
- **Fabrication:** presenting as genuine any invented or falsified citation or material
- **Misrepresentation:** falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.

The Academic Integrity Policy in its entirety can be reviewed on the Web at [http://academicintegrity.rutgers.edu/files/documents/AI\\_Policy\\_9\\_01\\_2011.pdf](http://academicintegrity.rutgers.edu/files/documents/AI_Policy_9_01_2011.pdf)

The Honor System must be upheld and enforced by each member of Rutgers University community. The fundamental attributes of our community are honor and integrity. We are privileged to operate with this Honor System.

Understanding these guidelines will help you to encourage classroom behavior that does not detract from the quality of each student's educational experience. Please read the student handbook and think about your role in promoting a University culture based on mutual respect and civility.