

Academic Conduct and Performance

Standards of Academic Conduct

Students are expected to review the FIU Student Handbook for details on Standards of Student Conduct and Policies. The *Standards of Student Conduct* addresses three major areas of moral integrity: Academic Honesty, Respect for the Law, and Respect for People. Students who plagiarize, cheat and/or harass an instructor or peer may be charged with *Academic Misconduct*. Penalties for academic misconduct may include up to dismissal from the University. Below are the definitions of plagiarism, cheating, and harassment:

- **Plagiarism**
Plagiarism is the deliberate use and appropriation of another's work without any indication of the source and the passing off of such work as the student's own. Students who are using another person's ideas or writings must document their sources. Direct quotes must be consistent with American Psychological Association (APA) format. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism. Any student helping another plagiarize may be found guilty of academic misconduct.
- **Cheating**
Cheating is the unauthorized use of books, notes, aids or assistance from another person with respect to examinations, course assignments, field service reports, class recitations, or possession of examination papers or courses materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.
- **Harassment**
Harassment is defined as conduct that creates an intimidating, hostile, or offensive environment for another person or group. This definition includes harassment and threats through computers or electronic communication.

Course Requirements

Students are expected to adhere to the stated course requirements outlined in the course syllabus by faculty (provided at the beginning of the course), including due dates for assignments and the specified grading system. Unless prior arrangements have been made with the faculty member, work that is submitted late is downgraded one FULL letter grade for each day the paper/project is late until the grade of "F" is reached. Students are expected to be prepared for all classes and to participate in them.

Students should not ask a faculty member to change the course requirements by requesting special treatment such as "extra credit" work to raise a grade, or ask for extensions of due times for papers. These requests are unfair to other students and the faculty member.

Classroom Conduct and Responsibilities

As a matter of common courtesy, students should not enter classrooms late; carry on conversations, even whispered ones; or take up class time with questions of solely personal interest. Taping class lectures is at the discretion of each faculty member. The student must request permission before taping any classroom activity. Audible beepers and portable telephones must be turned off during class periods.

Children or pets are never permitted in the classrooms unless for specified course experiences. Food and drinks are not permitted in the classrooms. This is a University policy. Students are expected to assist in keeping the College, and University classrooms and lounge areas in a presentable condition at all times. In consideration of others, classroom furniture or equipment that is moved during a teaching/learning activity should be returned to its original location.

Attendance

Students are expected to attend all classes. Courses include the instructional strategy of shared knowledge and experience between students during group presentations and discussions. Absence interferes with the student's ability to learn from this in class sharing.

Students are expected to read and adhere to the course syllabus regarding clinical and class attendance. Excessive absence or habitual tardiness may effect the course grade (since the stated course objectives cannot be met) and can result in failure.

Written Assignments

All written work is to be submitted on the announced due date unless the student made previous arrangements with the faculty member. Word processors are available for student use in the computer laboratories. Formal written papers (term or scholarly papers) shall follow the format using the guidelines of the American Psychological Association's (APA) *Publication Manual* (the latest edition is available for purchase at the FIU Bookstore).