



Scholastic Ethics Code and Syllabus Form

You will not receive credit for class until this has been submitted to the Education Director.

The purpose of the Scholastics Ethics Code is to:

- Encourage and promote positive learning and ethical scholarly behavior,
- Define behavior violating scholastic ethics,
- Specify procedures for the determination of the facts of the alleged violations, and to define penalties.

Guidelines for Scholastic Ethics

Students assume full responsibility for the content and integrity of the coursework they submit. The following is a guide to assist students in observing positive behavior in scholastic ethics:

1. Students must do their own work and submit only their own work on essays, examinations, reports, and projects, unless otherwise permitted by the instructor.
2. Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations or projects only if specifically authorized by the instructor in the class syllabus or at the time of the examination.

CODE OF ACADEMIC ETHICS: VIOLATIONS

Students enrolled in the MSA Education Program assume the obligation of conducting themselves in accordance with the highest scholarly ethics. Actions constituting violations of academic integrity will be considered a violation of the Student Code of Conduct and include, but are not limited to the following:

1. Cheating

Intentional deceit during the pursuit of academic coursework, tests, class assignments, activities in any testing area, learning center, clinical setting, tutoring session, or in the gathering of research materials is considered cheating. "Cheating" includes, but is not limited to, the following:

- a) Copying from another student's test paper or knowingly allowing your test to be copied.
- b) Using materials during a test that were not clearly authorized by the person giving the test.
- c) Collaborating with another student during a test without permission.
- d) Knowingly using, buying, selling, offering, transporting, or soliciting any of the contents of a test.

- e) Taking a test for another student or permitting another student to take a test for you.
- f) Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course.
- g) Intentional misconstruing of facts or incidents relating to an evaluated exercise or assignment that would change the grade given.

2. Plagiarism

The representing of the work of other persons as one's own, including the use of term papers written by others and information downloaded from the Internet, is plagiarism. The use of another person's words, ideas, or information without proper acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

3. Collusion

Obtaining from or giving to another student unauthorized assistance on material in any course work is collusion.

4. Compromising Instructional and Test Materials

Unauthorized acquisition of testing materials from prior students, current students and/or other areas, is compromising test materials.

5. Misrepresentation/Fraud

Using false records, false identification papers, unauthorized I.D. cards, or computer access to official MSA Education Program documents or to services such as testing areas, placement assessments, tutoring services, and/or tests or test banks of any type constitutes misrepresentation/fraud.

Consequences:

First violation of any of these categories within the Scholastic Ethics will result in punishment deemed appropriate by the instructor up to and including, termination from the class.

Multiple violations of any of these categories within the Scholastic Ethics will result in removal from the certificate program with no option of reinstatement.

By signing and dating this form, you are making a commitment to honor the code of ethics herein.



Scholastic Ethics Code and Syllabus Acknowledgment

Please complete and return the following acknowledgment with your registration.

Student Name _____

Home Phone # _____ Cell Phone # _____

E-mail _____

I, (print name) _____, have received the Code of Ethics and my syllabus for the following class(es) (including course objectives, policies, requirements, and schedule), and have read and understand all the enclosed materials, including the course/instructor expectations and deadlines.

Course name: _____

Course name: _____

Course name: _____

Please read the following statements and check all that apply:

____ I have no objection to receiving phone calls from the instructor at my home phone number.

____ I have no objection to receiving phone calls from the instructor at my cell phone number.

____ I have no objection to receiving email from the instructor.

____ I prefer that the instructor not call or contact me anytime during the semester.

____ I give permission for my instructor to e-mail any grades and materials associated with my student record for this course during this semester to the email address listed above.

____ I give permission for my instructor to share any grades and materials associated with my performance for this course during this semester the supervisor authorizing payment and the education committee of the Maintenance Superintendents Association.

Student Signature: _____

Print Name: _____

Date: _____