

Guidelines for Student Work and Collaboration

PLAGIARIZED WORK WILL RECEIVE A ZERO.

1. Homework Assignments:

- All book work (notes and questions), worksheets, practice tests, etc. should be completed by YOU unless otherwise stated by the teacher. The written answers to all homework should be in YOUR OWN WORDS.
- You may discuss concepts related to the homework that you find difficult with the teacher and your peers but the final homework product should be YOURS.
- NEVER copy another student's answer to a question or compare your final written answers.

2. Lab Reports, Activities, Classwork and Projects:

- You may discuss lab work with members of your group but all written work (pre-lab assignments, qualitative observations, analysis of quantitative data including tables or graphs, and written discussion) must be completed by YOU in YOUR OWN WORDS.
- All labs, activities, classwork and projects should be written by YOU and only YOU.
- If you miss a lab, you must see the teacher to discuss how to make up the lab or obtain the data.
- You should NEVER have another student's lab report, activity, classwork or project in hand when completing your own or making up the work.
- You should NEVER give your lab report, activity, classwork or project (graded or ungraded) to a fellow student.

3. Exams:

- Complete all exams on your own.
- DO NOT attempt to ask another student for information during an exam.
- DO NOT take your eyes off of your own paper during an exam period.
- DO NOT discuss the content of the exam with peers who are in other classes.
- DO NOT discuss the content of the exam with peers who were absent due to illness.

My parents and I understand the guidelines of collaboration and agree to follow them throughout the school year. We have discussed the scenarios on the back of this page and what I would do in similar situations. I understand that plagiarism results in a grade of zero on an assignment for both the person who copied and the person who provided the work to be copied (as applicable), and that incidences of plagiarism are reported to the administration.

Student Name (printed) _____ Date _____

Student Signature _____

Parent Signature _____

Name: _____ Block: _____ Date: _____

Read over the following scenarios and discuss with your group how you would handle each situation.

1. You are working in a lab group and are asked to make qualitative observations on the behavior of a Pill bug. Is it appropriate for you to verbalize these observations as a group? Is appropriate to make one list of the observations for all members of the group?
2. You are completing a project for Biology class at a local greenhouse. Your task is to go through each of the rooms of the greenhouse and answer questions in a packet to be turned in. You go with two other friends. You start by going through each of the rooms together, but with 3 rooms left and time running out, you decide to split up the work and compare notes later. Is this appropriate? Explain.
3. You are completing a pre-lab assignment before carrying out your experiment. Is it appropriate to discuss the components of the pre-lab? Is it appropriate to decide as a group exactly what will be written on the pre-lab sheet? Explain.
4. You miss a lab due to absence. Important quantitative or qualitative data was obtained during the lab. Describe in detail how you should go about obtaining data for this lab.
5. Under what conditions should you have a fellow students graded lab in hand while completing your own lab.
6. A fellow biology student has completed their formal lab write-up and has asked you to review it before they turn it in. You notice that they have forgot to include figures. Would you inform them of this? You also notice that they have stated that their data supports their hypothesis and it clearly does NOT. How would you go about helping this student?
7. A fellow student asks you to show them your completed lab report the day before it is due. What would you do?
8. You forgot to construct a graph of your data. Is it appropriate to print out a copy of your partner's graph and include it in your lab report?
9. You have decided to get together with a fellow biology student and work on a homework assignment. The homework assignment is to take notes on the chapter and answer all chapter questions. Describe in detail how you will work together with your fellow student to complete this homework assignment.
10. You have been given a practice test for homework to prepare for an upcoming test. The teacher instructs you to treat the test as if it were the "real thing". Explain how you will go about completing this assignment.
11. Reread question #10. Now imagine that another student has asked you to work on the assignment together. If you were to agree to this, describe how you would go about working with a fellow biology student on this assignment. Would you consider turning in identical copies of the answers you generated by working together? Explain.
12. Imagine that you are at home working on your biology homework alone and you run across a chapter review question that you do not know the answer to. What steps would you take to determine the correct answer to the question and ensure that you understand the correct answer?
13. You forgot to complete the essay questions on the practice test that was given for homework. You realize this 5 minutes before class is due to start and you are in study with a fellow biology student. What action would you take if any?
14. You take the Unit 3 test in Biology first class in the morning. Later, you run into some friends who have the test later in the day. They ask you about the test. Describe your response to them.