GENERAL POLICIES

1) *EMAIL* Check your e-mail regularly.  I use e-mail to get announcements pertaining to the class out to everyone.  Accordingly, it is your responsibility to read your John Jay e-mail every twenty-four hours M-F and once every 48 hours over the weekend. Emails sent to Prof. Umbach from non-John Jay e-mails will not be read. I use Blackboard to send mass e-mails to students so be sure that Blackboard has an e-mail address on record that you use.

2) *Reschedules*

Every student has the option *once* during the semester to reschedule the due date of an assignment with the following conditions: (A) you **must** notify me 7 days in advance of the original due date of the assignment (B) you must do some portion of the assignment. This required portion of a rescheduled assignment and the new due date will vary by individual case.

Quizzes cannot be rescheduled.

3) *Late Papers*

Only the three essays in this class can be turned in late can be turned in late; otherwise; late homeworks are not accepted.

 If your paper is late, I will deduct from your essay's grade according to the following schedule:

|  |  |
| --- | --- |
| TURNED IN LATE BY | GRADE REDUCTION |
| less than 4 hours | 5% |
| Less than 12 hours | 10% |
| less than 24 hours | 15%  |

**Papers turned more than 24 hours late will be accepted only at my discretion and will receive a 30% penalty; no paper will be accepted after more than 72 hours.**

**4) This course fully adheres to the College’s academic integrity policies. Here are those policies:**

**Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

* Copying from another student during an examination or allowing another to copy your work;
* Unauthorized collaboration on a take home assignment or examination;
* Using notes during a closed book examination;
* Taking an examination for another student, or asking or allowing another student to take an examination for you;
* Changing a graded exam and returning it for more credit;
* Submitting substantial portions of the same paper to more than one course without consulting with each instructor;
* Preparing answers or writing notes in a blue book (exam booklet) before an examination;
* Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services;
* Giving assistance to acts of academic misconduct/dishonesty;
* Fabricating data (all or in part);
* Submitting someone else’s work as your own;
* Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

**Plagiarism** is the act of presenting another person’s ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

* Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source;
* Presenting another person’s ideas or theories in your own words without acknowledging the source;
* Using information that is not common knowledge without acknowledging the sources;
* Failing to acknowledge collaborators on homework and laboratory assignments.

**Internet plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and “cutting and pasting” from various sources without proper attribution.

**Obtaining Unfair Advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in the student’s academic work over another student. The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

* Stealing, reproducing, circulating or otherwise gaining advance access to examination materials;
* Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them;
* Retaining, using or circulating examination materials, which clearly indicate that they should be returned at the end of the exam;
* Intentionally obstructing or interfering with another student’s work.