Guidelines for In-Class Behavior and Academic Integrity UNI CIEP

Dear: _____   Date: _____

It has come to my attention that your behavior in class has been disruptive and is a violation of respect for the teacher and other members of the class. A description of this behavior follows:

The **UNI Student Conduct Code** states that this type of behavior is a violation of respect for other individuals in the class, more specifically, Article II B.2 states that the following behavior is a violation of respect:

"Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises."

Therefore, I am meeting you to talk about your behavior in class. Also, I think it is important for you to understand what behavior is expected from students in class. The guidelines listed below have been created by our staff, and I ask that you read them with me, understand their meaning, and agree to follow them. If you agree to follow them, please sign below. A copy will be given to you and your teachers. The original will stay in the CIEP office.

General Guidelines for In-Class Behavior of CIEP Students

1. I will come to class on time.
2. I will come to class prepared; I will read the assignments before class and I will do all my homework before class.
3. If I need help, I will ask questions that deal with the lesson.
4. I will be respectful of my classmates; I will listen to what they have to say.
5. I will be patient with my classmates; I will give them a chance to answer questions on their own.
6. I will participate in group activities by contributing positively to my group; this is where I will provide my classmates with answers to the exercises.
7. I will listen to my instructor's directions and follow them to the best of my ability.
8. I will turn in my homework the day it is due.
9. I will talk to my teacher about the assignments; if I miss one, I will turn it in as soon as possible.
10. I will take breaks only during break time.
11. I will use a cell phone to answer phone calls before or after my classes start.
12. If I need help and I think it is necessary, I will talk to my teacher outside of class or to the CIEP Director.

UNI Student Policies on Academic Ethics (www.uni.edu/policies/301) states:

"Cheating of any kind on examinations and/or plagiarism of papers or projects is strictly prohibited."

General Guidelines about Academic Integrity and CIEP Students

1. I will not obtain test papers or test answers from "friends," internet or other sources.
2. I will not look at or copy from other students' papers or work during a test or secretly communicate with others during a test to obtain or provide answers.
3. I will not present others' work or ideas as my own without proper citation. Some sources of ideas include journal articles, book chapters, papers written by friends, and websites. If I do present ideas from outside sources, I will be sure to cite the ideas in my work.
4. I will not make up quotations and supply false citations.
5. I will supply quotation marks where appropriate.
6. I will not submit a single essay paper to more than one class without making the teachers in both classes aware of my action.

I agree that these general guidelines for CIEP student are important, and I will do my best to follow them.

_____   _____   _____
Student Signature   Date   CIEP Staff Member Signature

Original copy to student file; make copy for student.