

**What resources may I use? : Closed book, closed book with, open book, open book with ...**

Note: The following may be specified for individual student work or for group work. For group work, the "Study Group" column would always be "Yes."

	Textbook	Notes	Teacher / Tutor / Mentor	Study Group	Internet usage, no solutions	Internet usage with solutions
Closed book	No	No	No	No	No	No
Closed book with notes	No	Yes (typically a single note card)	No	No	No	No
Open book, open notes only	Yes	Yes	No	No	No	No
Open book no solutions	Yes	Yes	Yes	Yes	Yes	No
Open book with book supplied solutions	Yes; contains (some?) solutions	Yes	Yes	Yes	Yes	No
Open book with Internet solutions but with a waiting period	Yes	Yes	Yes	Yes	Yes	Yes, but there is an X hour wait time between viewing a solution and creating your solution.
Open book with Internet solutions (generally for checking answers)	Yes	Yes	Yes	Yes	Yes	Yes

Definitions:

Textbook: Use of printed or electronic materials (textbook type materials) required for the class.

Notes: These are notes taken during class, summary notes written from studying course materials and notes generated specifically for doing an assignment or taking a test (3x5 note card, 4x6 note card, single page, etc.).

Teacher / Tutor / Mentor: These are individuals that may or may not have solution keys. A mentor could be a parent, a professional in the field of study, a student that has previously taken the course, etc. The intent is that you may review class material and discuss assignments and projects with them, but that they don't provide solution keys. The student is to individually complete and submit class work.

Study Group: Students taking the same class meet to review class material, discuss assignments and projects but individually complete and submit class work. [One person doesn't act as a scribe and then texts or emails a copy of what was discussed by the group to all involved.]

Internet usage without accessing solution manuals or individual problem solutions: This use of the Internet includes accessing research papers, tutorials and other material that help in the study of class material but that don't provide solution keys to specific problems.

Internet usage that includes accessing solutions: Internet resources may be used that include solution keys. This category also includes reviewing work of students that have taken the same class in a prior semester.

Group Work: Students taking the same class work collaboratively, all contributing equally, to one set of answers, one presentation, one paper, etc. that is submitted as part of the student's course work.

Lab Partner: A form of group work that involves two people. The degree of collaboration varies, but often involves both group work and individual work. Often, experimental work is done as a team and lab reports are done individually.

---

---

### **Never acceptable:**

- Thoughtless copying of solutions, you should understand the solutions you submit
  - Having someone else do the course work for you, paid or un-paid
  - [General guideline] Quoting more than 5 words of someone else's work without giving credit to them (giving a reference)
- 
-