Study Advice

- Start work early. If you wait, you may run out of time to get help.
- Do readings twice: early and later. If a reading is associated with a lecture, read the material both before and after the lecture.
- Make notes when watching lecture. Afterward, rewrite them, looking things up and asking questions about things you are unsure. A revised, distilled set of notes makes a good study guide.
- Find a study group and help each other: exchange lecture notes, create sample quizzes for each other, collaborate when it's allowed, evaluate each other's ungraded work, etc. If you don't know others in your class, there's a tool on Piazza for finding people.
- Ask questions: in class, on Piazza, in office hours.
- A three-unit course is supposed to correspond to 135 hours of work over the entire course. If you're not on-top of a course, make sure you are devoting about this much time to it.

Academic Honesty

Cheating is rampant in college, and that's a problem that hurts everyone. I urge you not to cheat and to encourage people you know not to cheat. A few reasons are:

- Cheating diminishes your accomplishment. A degree should indicate achievement and knowledge, and should be a thing to be proud of. If you get your degree through cheating, you'll forever feel guilty about it and will flounder at your job because you don't understand the material.
- Cheating tarnishes the reputation of Sac State. If Sac State is known as a cheater school, everyone who applies for a job or grad school will be suspect; this means you and your classmates.
- I look for cheating at the end of the semester and fail students who I suspect of cheating. I also report the cheating to the Office of Student Conduct (who have the authority to suspend or expel you). In a recent semester I reported about one-quarter of the students in my classes. It is easier than you might think to spot someone who cheats.

Advice:

- Be honorable. As a student at Sac State you are supposed to adhere to the *Hornet Honor Code*. Make that mean something by being honorable and by encouraging honor from your classmates.
- Don't risk it. It's much better to do less well on an exam than to be reported to Academic Affairs and be failed in the class.
- Know what is allowed for each assignment by reading the instructions carefully. Also, know about Sac State's [Academic Honesty Policy](). If you're not sure about something, ask.

Collaboration Policies

On any work where collaboration is allowed, this means *authentic* collaboration with one or two other people. By "authentic collaboration" I mean the work must be the result of roughly equal mutual effort and everyone involved must agree to and understand the result.

For a programming assignment, this could mean [pair-programming]() or dividing the work and doing a thorough [code-review]() before submission.

For any written homework, collaboration could mean discussing the problems, writing the solutions independently, critiquing each other's work, and then revising the work before turning it in.

On a quiz, if collaboration is allowed, work should not be divided up. Each person should work on their own quiz, but discussion is allowed about each problem.

In no situation should simply providing answers to one another be considered collaboration. Collaboration requires that each party be immersed in the finding of the solution and that a shared understanding is created.

If you need help finding a collaborator, a message at the top of Piazza Q&A is designed to help you find someone.

Internet use

The internet is an extremely useful tool for seeing how others have solved problems similar to your own. I consider this a form of collaboration and do it frequently myself.

On homework where collaboration is allowed, feel free to get ideas from the internet if you find it helpful. If you happen to find a solution to the same (or nearly the same) problem, do not copy it. Instead, learn from it, close it and produce your own version. If possible, you should always document such help in your work, including a URL so that I can have a look at the source.

You are not allowed to use the internet during quizzes or exams unless the it says you can.

Give credit

Whenever possible, give credit to those who give you significant help. If you work with others, say so clearly at the top of your document. If you find something useful on the internet, document what was used and the URL. Besides the fact that sharing credit is a generous act, citations help avoid any appearance of plagiarism.