



# BELLEVUE

## UNIVERSITY

### Course Expectations

#### Part I: Online Study Tips

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*We want you to succeed in your online efforts. Here are some tips that have proven to be helpful for past students.*

- **Register early!** It is very difficult to get into the flow of a class if you register late. The class is already on the move, and it is hard to catch up. So, register early, get those books, and be ready to hit the ground running.
- **Read the directions carefully.** If you still don't understand something, read the directions again. Slow down and read carefully - most students assume too much at first and don't read carefully enough.
- **Attend class regularly.** This means logging into the system, reading the announcements, and checking the discussion forums several times a week. Don't fall behind, because the class will keep moving ahead without you.
- **Contribute to the discussion forums.** Be thoughtful, courteous, and helpful with your fellow students. Online discussions are different than face-to-face discussions. We won't know that you are part of the discussion unless you post your ideas. Also, we don't have any way of seeing your face or reading your body language, so it is important to choose your words carefully. It is easy to misunderstand people in online discussion forums unless everyone slows down a little bit and asks, "Does the message mean the same thing to the person reading my message as the meaning I wanted it to have?"
- **Avoid the "me too" syndrome of posting messages.** If someone has posted a good idea, then try to avoid posting a reply that only says, "I agree," or "Nice work." Try to keep the discussion moving with new ideas or different views.
- **Read your assignments** in the textbook and **do the practice exercises.** The professor assumes that you have kept up on the reading and that you are ready for larger assignments and larger exams.

- **Prepare for any open-book quizzes.** Just because you can use your book doesn't mean that you don't have to read first!
- **Check the due dates of the assignments carefully.** Don't turn in work late unless you have prior permission for turning it in late.
- **Don't wait until the last minute to do your work.** Sometimes technology fails you. Hardware and software problems are not an excuse to fall behind. Start your assignments early, and give yourself some extra time in case things go wrong.
- **Ask for help when you feel lost.** Your fellow students are often an ideal place to ask questions, and your instructor is always available, too.

## Part II: Assessing Online Discussions

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*Your instructor will be grading your weekly contributions to the various Discussion Forums. Your instructor likes to read good stuff and give out lots of A's, but sometimes it just doesn't work that way. Would you like to do a great job in our Discussion Forums? Read how your beloved professor evaluates your postings. Be sure you read the very last entry...it is the one that catches many people! Usually, the minimum number of postings to get a B in this course is two on two different days - neither of which should be late on the last day of the class. For instance, if the class runs from Monday to Sunday, posts late on Sunday do not count as much (or at all) for participation. They are not disallowed, but they won't get you participation credit. Your participation credit is worth 20% of your grade.*

### **An outstanding posting in the Discussion Forums looks like this:**

- The author has something to contribute to the discussion.
- The subject line of the posting clearly identifies the contents of the posting.
- The posting is short, clear, and direct.
- A longer posting is broken into short paragraphs.
- Each paragraph contains one main point.
- Main points are supported by details and/or examples.
- The posting moves the reader from point to point with ease.

- The author uses correct spelling and grammar.
- The author credits the original sources when summarizing or quoting.
- The author answered all required posts and then continued to participate and help other students.

**A good posting to the Discussion Forums looks like this:**

- The author has something to contribute to the discussion.
- The subject line of the posting clearly identifies the contents of the posting.
- The posting seems a bit too short or a bit too long. The reader either has unanswered questions or had to read more than necessary to find the answers.
- The message has separate paragraphs, but the paragraphs don't break cleanly at each main point.
- Main points could be supported by better details and/or examples.
- The reader has to slow down as the posting moves from point to point.
- The author uses correct spelling and grammar (or at least the errors don't detract from the message too much).
- The author credits the original sources when summarizing or quoting.
- The author answered all required posts and then continued to participate and help other students.

**An average posting to the Discussion Forums looks like this:**

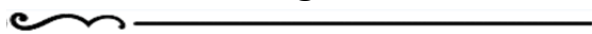
- The author has something to contribute to the discussion.
- The subject line of the posting doesn't match up very well with the contents of the posting.
- The posting is too short or too long. The reader either has unanswered questions or has to read more than necessary to find the answers.
- The message lumps unrelated ideas together in the same paragraph.
- Main points are not supported by enough details and/or examples.
- The reader has some difficulty following the posting as it moves from point to point.
- The author uses correct spelling and grammar most of the time, but errors are noticeable.
- The author credits the original sources when summarizing or quoting.

- The author posted the minimum number of messages.

**Unacceptable postings to the Discussion Forums look like this:**

- The postings are not acceptable for a college setting because of rough language, inappropriate comments, and/or hostile tone.
- The authors do not have much to contribute to the discussion; they are just trying to get points for an assignment.
- The subject lines of the postings are unrelated to the contents of the posting.
- The postings are too short or too long. The readers either have unanswered questions or had to read more than necessary to find the answers.
- Ideas are not organized; the postings wander from idea to idea with no clear purpose.
- Main points are not supported by details and/or examples.
- The readers cannot really understand what the postings are trying to say.
- The authors clearly forgot to run a spell check and grammar check.
- The authors did not credit the original sources when summarizing or quoting.
- The authors did not post in time for other students to consider the information. Waiting until the last day to post all required information is not useful for group discussion. In most cases, last minute posts do not count at all.

### **Part III: Assessing Short Answers**



*Your instructor will be grading your short answers on assignments and/or tests. It is fun to read great answers and give out lots of A's, but sometimes it just doesn't work that way. Here is how short answers are evaluated.*

**An outstanding short answer looks like this:**

- Each paragraph contains one main point.
- The main points are factually correct.
- Main points are supported by details and/or examples.

- The details and examples are factually correct.
- The answer includes all of the main points that a reader would expect.
- The answer moves the reader from point to point with ease.
- The author uses correct spelling and grammar.

**A short answer is less than an A when it has some of these characteristics:**

- The answer is too short or too long. The reader either has unanswered questions or has to read more than necessary to find the answers.
- The main points seem to be factually correct, but they tend to run together,
- Main points are not supported by enough details and/or examples. Better details or examples would be helpful.
- The writing style needs improvement; the reader has some difficulty following the answer as it moves from point to point.
- The author uses correct spelling and grammar most of the time, but errors are noticeable.

**Unacceptable short answers have some of these characteristics:**

- The answers are not acceptable for a college setting because of rough language, inappropriate comments, and/or hostile tone.
- The authors do not seem to have much to say; they seem to be guessing.
- The main points are wrong or do not address the question.
- What question is being answered? It is not completely clear from the answer.
- The answers are too short or too long. The reader either has unanswered questions or had to read more than necessary to find the answers.
- Ideas are not organized; the answers wander from idea to idea with no clear purpose.
- Main points are not supported by details and/or examples, or else the details and examples are factually wrong.
- The reader cannot really understand what the answers are trying to say.
- The authors clearly forgot to run a spell check and grammar check.

## Part IV: Writing Resources

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Business Writing Blog: [http://www.businesswritingblog.com/business\\_writing/](http://www.businesswritingblog.com/business_writing/)

Grammar Girl: <http://grammar.quickanddirtytips.com/default.aspx>

Indiana U. Writing Tutorial: <http://www.indiana.edu/~wts/pamphlets.shtml>

OWL at Purdue: <http://owl.english.purdue.edu/owl/>

## Part V: Your Instructor's Code of Ethics

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*Ethics are not official laws, nor are they simply opinions about moral issues. Ethics are standards of right and wrong to help guide our behavior. Ethics often take the form of a written code since people need to have a common set of standards in order to work together. In this case, you are a student who needs to work with other students and your professor, and people expect you to behave ethically. In return, you should expect your fellow students and your professor to act ethically.*

Here are a few thoughts from your professor to help you start to think a bit more about your ethical behavior as a student. This is definitely not a complete list, but hopefully it will get your thoughts started in the right direction. If you don't like long lists, then here is a Rule of Thumb on Ethical Behavior: If you can't talk openly about what you are doing, then you should pause and consider the ethics of what you are doing.

### **1. Work hard.**

- Put in the time and effort necessary to prepare for class.
- Go beyond the minimum when completing assignments.
- Take the initiative when learning. Don't always wait to be told what to do if you know what needs to be done.
- Grades and degrees are achievements to be earned.

### **2. Be honest.**

- Represent your background and achievements accurately.
- If you put your name on it, then make sure it is your work.
- Help your fellow students learn. Giving them answers doesn't help them.
- Copying is easy. Learning is harder. Do the right thing by learning it rather than copying it.
- If your grade isn't fair, then tell the professor. If it is fair, then accept it.
- If you get caught cheating, lying, or stealing, then take responsibility for your actions and accept the consequences.

### **3. Give credit where credit is due.**

- Cite your sources when using someone else's ideas. Otherwise you are stealing someone else's ideas.
- Put quotation marks when using someone else's words. Otherwise you are stealing someone else's words.
- Did someone else contribute to the success of your assignment/project? Then be sure that they are recognized for their contributions.
- Tell the professor when a group member does extra work and deserves extra recognition.

### **4. Take the blame if the blame is yours.**

- Be familiar with the rules, regulations, procedures and policies of whatever organization you are a part of.
- Work to change any unfair rules, regulations, procedures, and policies before you are affected by them.
- Accept the consequences if you break the rules, regulations, procedures, or policies.

### **5. Respect diversity.**

- Be able to work with a diverse group of people toward a common goal.
- Disagree without being disagreeable.

### **6. Realize that you have an effect beyond yourself.**

- Are you contributing your fair share to group projects? Other people are counting on you.
- Is the class a better class because you are in it?
- Do other students learn more because you are a part of their academic experiences?

- Is the professor a better professor because of you?
- Will your profession benefit when you earn your degree and become a full member?

## Part VI: Policies on Plagiarism and Cheating

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Plagiarism is to steal and pass off the ideas or words of someone else as your own. A plagiarist uses another person's words or ideas without crediting the source. People who plagiarize will present as new and original an idea or product that comes from an existing source.

Plagiarism is a serious offense. If you are caught plagiarizing, then you should expect to be expelled from the course and receive a failing grade. Also, people who plagiarize should expect that the Dean of Students will be notified. Your professor has very little patience with students who plagiarize.

Plagiarism can take many forms. Some common examples of plagiarism include:

- quoting a person, but not putting quotation marks around the quote
- summarizing part of an article, but not citing the article as a source
- copying and pasting from an article and then pretending that the words and ideas are yours
- taking ideas from another student and turning them in as your own without crediting the other student
- buying a research paper from the Internet and turning it in as your own

Always, always, always provide the source of your ideas, words, programs, pictures, graphs, and statistics if you are not the original source. It's easy to do, and it avoids major problems for you. Ask for assistance if you don't know how to give credit to your sources.

Cheating Cheaters violate the rules in order to gain an unfair advantage, usually by secretly deceiving people. Don't cheat. Cheaters should expect to be expelled from class and receive a failing grade. Also, the Dean of Students will be notified of the offense. Your professor has very little patience with students who cheat.

**Here are the rules of this course:**



- Use only your login to access the course.
- Take your own quizzes and tests, and let other students do the same.
- If another student asks for help, then help them, but do not do their work for them.
- If another student helps you, then make sure it is just help. Make them explain; don't let them do the work for you.
- Grades are earned by honest effort. If you don't honestly deserve the grade, then don't accept it.
- Contribute your fair share to group projects.
- When in doubt about whether an action is cheating, ask your professor.

**BU Plagiarism Policy:** The official policy in the student handbook: Plagiarism shall be defined as appropriation of the words, or ideas, or creations of another without crediting the source. In cases of academic dishonesty or plagiarism, the instructor shall attempt to discuss the matter with the student prior to consultation with the Dean of Students. The instructor may take action as severe as giving the offending student a failing grade in the assignment or course, or filing a written request for suspension for expulsion with the Dean of Students.

The definitions of plagiarism and cheating are fairly simple. The rules for this course are straightforward. Please ask for guidance at any time if you are in doubt about what is the right thing to do.