Collaboration Rules

Originally by Professor Lea Wittie of the CS Department.

Warning:

If a file is in your public space any student can copy it and YOU could be brought up on academic misconduct charges for letting others copy your work. Go to your public space and remove anything which even remotely resembles course work. Better safe than sorry. If you need to share assignments for group work, there is a feature of public space which allows you to share documents with a specific list of people.

If your assignment allows you to use books or the internet as resources, you must cite them. You do not need to cite the course textbook for your work in the course.

Types of Collaboration
Writeups include problem solutions, code, exams, and papers.

Closed Exams

This situation could occur in an in-class exam or final. You are the only person on the planet. Do not communicate with any other humans besides the professor about the exam from the time it begins until after it is over. Do not bring electronic devices or written material to the exam.

Open Study Sheet Exams

This situation could occur in an in-class exam or a final exam. The exam will specify whether your whole notebook is allowed or only a single page study sheet. You are the only person on the planet while taking the exam. Do not talk to any other humans besides the professor about the exam from the time it begins until after it is over. Do not bring electronic devices to the exam. If your notes or study sheet contain information from the internet or other outside references, you may only use them if specifically allowed by the exam AND you can cite your source.

For example: During the term, you surfed the web and found this cool code example and copied it or paraphrased it into your notebook. If the exam is closed web, do **not** use this info. If the exam is open web, use it but remember to cite where you got it. **If you cannot cite it, you cannot use it.** If you are uncertain, ask me and I may allow you to use it.

Individual Work

You are the only person on the planet. Do not talk to any other humans besides the professor about the assignment. Do not email anyone the assignment. Do not post it on public space. Do not email, talk, aim, etc about the assignment with anyone. Do not share references such as textbook chapters that were useful to you during the assignment. Do not surf the internet except as specifically stated in the assignment. If the assignment does not mention the internet or other references then the answer is no. **Do not show your writeup to other people at all.**

For example: You are thinking about the assignment and Fred mentions he either knows the answer or needs help with it. Say "I'm sorry, we can't collaborate" and let that be it.

Individual Writeup

This situation may occur in projects. The point of these assignments is to apply some technique to a real situation. Therefore, you may discuss the assignment with others so that you understand it. You may talk/text/email with others about this assignment. Do all of the writeup yourself. Do not email or give your writeup to anyone. Do not post it on public space even for 5 minutes. **Do not show your writeup to other people at all.** Cite which people you discussed the assignment with.

For example: You are thinking about the assignment and you talk to Fred. Fred says "oh I used a for loop to solve that" and explains how. Fred **may not** show you his writeup. You **may not** show Fred your writeup. Cite that Fred helped you. If he didn't help with the whole thing, make it clear which parts he did collaborate on.

Collaborative Discussion

This situation may occur in labs. The point of these assignments is to figure out how to apply some technique to a real situation. Therefore, you may collaboratively discuss the assignment with others so that you understand it. You may talk/text/email with others about this assignment. Do all of the writeup yourself. Do not email or give your writeup to anyone. Do not post it on public space even for 5 minutes. **You may show your writeup to other people.**

Make a list of all the people you discussed the assignment with even if they were not helpful in the end. If the assignment specifically allows outside resources, you may use other books or the web. Make a list of each book and website you visit even if you later remove all info from it. Make a separate list of the books and websites you finally found useful. You, your writeup, and references **may** interact at the same time. Cite uses of the references and people in your work where appropriate.

For example: You are thinking about the assignment and you talk to Fred. Fred says "oh I used a for loop to solve that" and explains how. Fred **may** show you his writeup if it helps. Then **stop** looking at Fred's solution. Take notes while **not** looking at Fred's solution. Use your notes in your writeup. Cite that Fred helped you. If he didn't help with the whole thing, make it clear which parts he did collaborate on.

Group Work

The people in your group are all working together as if there were one person. Discuss, take notes, and do the writeup together. Keep personal notes on what percentage of the project was your work. In the beginning talk about it and try to distribute work fairly. Try not to just do the assignment without the other person(s) even if it is convenient. Turn in one writeup with all names on it. Never, even for 5 minutes, post the writeup on public space. Instead use the privacy feature to allow the members of your group access to the writeup.

Unless the assignment allows your group to communicate with other people or groups, do not. If you talk/aim/email with others outside the group about this assignment, make a list of all the people you discussed the assignment with even if they were not helpful in the end. Cite these outsiders if their thoughts were used. Do not interact with your writeup and outsiders at the same time.

If the assignment specifically allows outside resources, you may use other books or the web. Make a list of each book and website you visit even if you later remove all info from it. Make a separate list of the books and websites you finally found useful. Unless you are allowed to quote or paraphrase a reference: while you are physically in the same room with your writeup, do not be interacting with the reference. Cite uses of the references and outside people in your work where appropriate.

For example: You and your partners are thinking about the assignment and you talk to Fred, an outsider. Fred says "oh I used a for loop to solve that" and explains how. Do not write down Fred's solution on anything you intend to keep. Scribble all over blackboards and scrap paper. Chuck the paper, erase the boards. Leave Fred and do your writeup somewhere else. Cite that Fred helped your group (and that your group helped him). If he didn't help with the whole thing, make it clear which parts he did collaborate on.