

Collaboration Rules¹

Warning:

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

Types of Collaboration

Writeups include problem solutions, code, exams, and papers.

Closed Exams

This situation could occur in an in-class exam. Do not communicate with anyone or anything 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. The exam will specify whether your whole notebook is allowed or only a single page study sheet. Do not communicate with anyone or anything 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 must be handwritten by you. If you choose to include material copied from the Internet, you better consider the credibility and reliability of the source and whether the information is relevant to the exam. Do not include any outside material in your class notebook.

For example: During the term, you surfed the web and found this cool thing. You want to copy it down for review when a test comes up. Do not copy it into your class notebook. Copy it into a separate notebook, onto a fresh piece of paper, or store it somewhere on your computer. If you would like to use it when creating a study sheet, though, you are free to do so.

Individual Work

Do not communicate with anyone or anything besides the professor about the assignment. This means you are *not* to email anyone the assignment, post it on public space, or discuss via any means (in person, text, im, etc.) about the assignment with anyone who is not the professor. 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.

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. If you're having problems, you should go talk to the prof." and let that be it.

Collaborative Discussion, Individual Writeup

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. *However*, all of the writeup must be done yourself. Do not email or give your writeup to anyone. Do not post it on public space even for 5 minutes. You, your writeup, and collaborators *may* interact at the same time.

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. Write notes or hints while

¹I would like to acknowledge and kindly thank Professor Wittie for providing me with a great collaboration rules template.

not looking at Fred's solution. Use your notes in your writeup. Cite that Fred helped you (and that you helped him). 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. Make a work plan early in development and try to distribute work fairly. Try not to work on the assignment without other group members 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. 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 work on your writeup and discuss with non-group members at the same time.

If the assignment specifically allows outside resources, you may use other books or the web. Make a list of all books and websites you visit; note them even if you do not use the information gleaned from them. Make a separate list of the books and websites you finally found useful. Unless you are allowed to quote or paraphrase a reference: do not work on your writeup while directly interacting with a 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, another student who is not in your group. 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.