HOMEWORK TIPS

- Some people share their homework with each other, thinking "more hands will lighten the workload." Do not ever do this. Keep all your homework files to yourself at all times, and use only your own flash drives. Do not share or "copy/paste" your files with others, even for the purpose of "just comparing."
- Do your homework with your friends instead of asking them to "teach you the homework" at a later date.

EXAM TIPS

- During the exam, keep your eyes on your own computer. If you have question, ask a T.A.—do not ask the people next to you.
- Under no circumstance are you to use the Print Screen key during the exam. Trying to save the exam picture—to keep for your own review or to send to your friends—will always be treated as academic dishonesty.
- Remember there is absolutely no communication with anyone during the exams or quizzes.
- Of particular interest to ESL (English as a second language) students:
  - When you need to use a website during an exam, remember to only use an English language website; never use websites that contain another language.
  - Also, if you want to translate the question on the exam from English into your first language, you are only allowed to use Google Translator; anything else will be treated as academic dishonesty. Please bookmark this link: http://translate.google.com
  - Technical terms that do not translate clearly to you should be written down before exams and quizzes so they are on hand if needed.

GENERAL TIPS

- When unsure, ask the T.A.s if what you intend to do is cheating or not.
- Complete your homework files in English so it is easier for those grading it to understand.
- Remember what is at risk if you cheat or if you help others to cheat. Be sure to fully understand the academic honesty policies and their consequences by going to this link: “MSU Policies, Regulations and Ordinances Regarding Academic Honesty and Integrity”
  https://www.msu.edu/~ombud/academic-integrity/
- Doing your own homework every day—whether alone or with friends—is the best way to stay honest and to get the most benefit from the course!