

## ***Business Mathematics I and II*** **Academic Integrity Policy**

It is expected that all Math 115a and 115b students are familiar with the University of Arizona Policies and Procedures, particularly the Student Code of Conduct and the Code of Academic Integrity. This information can be found at <http://deanofstudents.arizona.edu/policiesandcodes>. Instructors of Math 115a and Math 115b will enforce these policies and procedures and will impose appropriate sanctions in case(s) of violation. Further, due to the special nature of these courses, instructors may at their discretion state additional rules of integrity.

### **Specific Rules**

The University Code prohibits all forms of academic dishonesty. In particular, note the following acts:

- Plagiarizing, defined as “representing the words or ideas of another as one’s own”.
- Permitting his or her work to be submitted by another person.
- Assisting or attempting to assist another to violate the Code of Academic Integrity.
- Failing to observe rules of academic integrity established by the instructor for this course.

The following are some, but not necessarily all, of the rules and guidelines for the Business Mathematics courses:

### **Project Papers**

This work will be original in its entirety and shall not include:

- Work previously submitted by self or others for credit in the current or prior semesters.
- Direct use of the textual contents of the course text and/or files. Mathematical and computer tools from the text may be used as might some *Excel Focus* files where re-use permission is provided.

### **Project Presentations (115b only)**

This work will be original in its entirety. The same restrictions will apply as cited for Project Papers above.

### **Team Homework**

Team homework assignments are expected to be cooperative efforts among all of the team members. All team members will participate and contribute to the completion of the assignments, and this will be confirmed with cover pages requiring the signatures of all participating team members. By signing the cover page, a student accepts complete responsibility for the contents of the documents as though (s)he had done the entire assignment individually.

### **Individual Homework**

Working with other students and tutors is acceptable. However, the actual solutions to homework problems should represent your own individual work and be explained in your own

words. If you have questions, make an appointment with your instructor or seek assistance at the Math 115 tutoring at La Paz.

### **Quizzes**

Unless otherwise specified, quizzes are always individual efforts, whether in-class or take-home. On such quizzes, cooperation or collaboration is not allowed. A calculator may be required for in-class quizzes, and the sharing of calculators will not be permitted. PDA's are not allowed, and cell phones must be turned off.

### **Exams**

Exams for the courses will include two mid-term exams and a common final. A calculator will be required for all exams, and the sharing of calculators will not be permitted. A formula sheet will be provided with the final exam; at the instructor's discretion other aids may be allowed for midterm exams. No other notes or materials will be permitted. PDA's are not allowed, and cell phones must be turned off.

### **Protecting Your Work**

Students must assume the responsibility to be careful with their work so that others may not obtain unauthorized access to it. Giving work for this course to others is prohibited except for sharing with team members on team assignments.

### **Quality Assurance**

As a means of assuring the quality and originality of the project reports for the Business Mathematics courses, the Mathematics Department and the Eller College of Management are compiling a database of project reports for comparison with future submissions.