Objectives:
To consider the Honor Code and Honor Pledge at Augustana
To discuss the responsibility of academic integrity
To develop effective email messages to faculty and others at Augustana
To begin to consider your signature themes

Part I.
Understanding Augustana’s academic policies and procedures are integral to your participation in the academic community. Augustana takes the subject of academic honesty and integrity seriously. The obligation of fostering academic excellence and integrity belongs to all of us. Session two is designed to introduce your scholarly responsibilities.

The following excerpt is taken from the Code of Conduct on academic integrity (Student Handbook 2015-16):

**Academic Integrity** is vital to the academic classroom at Augustana because it involves the search for and acquisition of knowledge and understanding. Any willful misrepresentation of the relation between the work being evaluated and the student’s actual state of knowledge is a violation of the Honor Code. View the [Honor Code](#) in its entirety, academic integrity policy and procedures, is available online.

Examples of Honor Code violations include:

- Plagiarism
  - Using another’s exact language without giving proper credit to the author or rearranging another’s ideas and presenting them as one’s original work without appropriate acknowledgement.
  - Fabricating items on a bibliography.
  - Submitting a document written by another as one’s own work.
  - Paying for or obtaining another’s work and submitting it as one’s own.
• Exams
  o Giving or receiving answers to an exam.
  o Copying, with or without another person’s knowledge, during an exam.
  o Using unauthorized notes during an exam.
  o Obtaining an unauthorized copy of an exam in advance of its scheduled administration.
  o Altering answers on a scored test and submitting it for a re-grade.
• Assignments
  o Doing class assignments for someone else.
  o Collaborating with other students on assignments when it is not permitted.
  o Stealing class assignments from other students and submitting as one’s own.
  o Fabricating laboratory or research data.
  o Re-submitting a previously graded assignment for a different course.
• Accessing and altering records in a grade book.
• Destroying, stealing or sabotaging the work of other students.

Academic Integrity is honest and responsible scholarship. As an Augustana student, you are expected to submit original work and give appropriate credit to the ideas and academic work of others. Academic integrity involves:
  • Creating and expressing your own ideas in course work;
  • Acknowledging all sources of information;
  • Completing assignments independently or acknowledging collaboration;
  • Accurately reporting results when conducting your own research or with respect to labs;
  • Demonstrating honesty during examinations;
  • Asking faculty or contacting campus resources such as the Writing Center consultants or our librarians when you need guidance.

In class activity: Quiz on Academic Integrity material. Students are able to collaborate with a classmate.
Part II
Do you know how to write an email message to your college professor? Most first-year students will need to do so during this semester. Consider how you will convey your message. Is it concise and to the point? What is in the subject line? Is it ever acceptable to use a salutation of "Hey, Professor?" What else can you include in your message?

Check out the following articles on writing emails to faculty:
  • 18 Etiquette Tips for E-mailing Your Professor
  • Re: Your recent Email to Your Professor by Paul T. Corrigan and Cameron Hunt McNabb

Review your syllabi as faculty may have recommended a format for contacting them through email. Here’s an example shared by the Biology Department.

“Dear Dr.__________, My name is ____________ and I am in your_________ class, lab section_____. I have a question/need to ask you/inform you about__________. Thank you! Sincerely, (your name).” The need for noting a lab section is most important in any of the science courses.

In Class StrengthQuest Activity

Think of your five signature themes. Be prepared to discuss the following questions.

1. What was your first reaction to your StrengthsFinder® results?
2. When you shared your signature themes with others who know you, what was their reaction.