# Academic Integrity Tips for Students

Principles of Academic Honesty
1. If you claim that the work you turn in is yours, then it must truly be yours
2. Be sure to accurately cite your work as necessary
3. Present all research materials fairly and accurately
4. Abide by all University standards

Important Advice
- Check the syllabus or any online statements about expectations
  - This should be done BEFORE starting any assignment, project, quiz, exam, etc.
  - Ask question if anything is unclear
- Identify tasks that need to be completed
  - Divide projects and studying into smaller tasks
  - Prioritize tasks by importance and urgency
  - Make a list of tasks to accomplish each day
  - Keep everything organized in a notebook, planner, or calendar
  - Schedule your tasks
  - Be realistic about what you can manage each day
- Complete tasks
  - Set aside time to complete your day's tasks
  - Set aside time for rest and fun
  - Identify the time of day you work best
  - If you can't complete one of your tasks, complete one from a future date and reschedule the incomplete task
- Consider urgency and importance
  - Important & Urgent
  - Important but Not Urgent
  - Not Important but Urgent
  - Not Important & Not Urgent
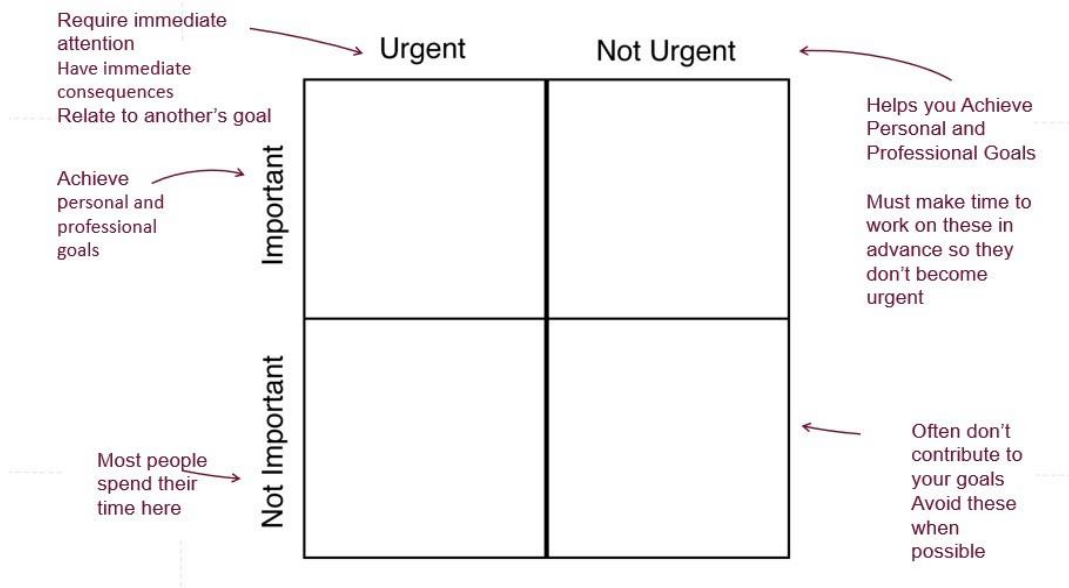
Tips for Taking Online Classes
https://www.northeastern.edu/graduate/blog/tips-for-taking-online-classes/

1. **Treat an online course like a "real" course.**
    -   When it comes to online classes, you need to have the discipline to sit down and say, "I am going to work on this," as well as the dedication to actually follow through. Though you can be flexible as to when you choose to complete your work during the week, you can't put it off indefinitely.
    -   Treat your online classes the same way you would a face-to-face class.

2. **Hold yourself accountable**
    -   Set goals and check in with yourself weekly. In a traditional classroom setting, you'll often receive verbal or visual reminders of an assignment's upcoming due date. But without a professor actively reminding you, it's up to you to make sure you've allotted enough time to complete the work so you're not starting an assignment the day before it's due.
    -   If you're having trouble holding yourself responsible, pair up with a fellow classmate, or enlist the help of someone who can check in on you. By being organized, proactive, and self-aware, you can get the most from your online class even when life outside of school becomes chaotic.

3. **Practice time management.**
    -   Though how you manage your time will depend on your schedule, learning style, and personality, here are some universally valuable tips to help you practice and improve your time management skills:
    -   Look at the syllabus and make note of all assignments and due dates. Mark them on a calendar you check regularly so you know what workload is coming in the weeks ahead. Create a weekly schedule that you follow, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating in forums. Commit to making your online coursework part of your weekly routine, and set reminders for yourself to complete these tasks.
    -   When working on your assignments, try time-blocking, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep you accountable.
4. **Create a regular study space and stay organized.**
    -   Set up a dedicated learning environment for studying. By completing your work there repeatedly, you'll begin to establish a routine. It's important to determine what type of environment will work best for you. Experiment to discover which type of setting boosts your productivity.
    -   Setting up a regular workspace or office will also help you to stay organized. Knowing exactly where important dates, files, forms, syllabi, books, and assignments live will help keep you on track towards hitting your goals. When setting up your study space, make sure you:
    -   Have the required books, materials, and software for the course
    -   Have headphones for listening to lectures or discussions (especially important in shared spaces)

5. **Eliminate distractions.**

- From Netflix to social media to dishes piling up in the skink, you'll be faced with many distractions that can easily derail your studies. Know how to lessen these distractions and set aside time to focus.
- To tune out distractions, some might find that they can tune out a noisy home by listening to music. Ultimately, you will need to find a strategy that works best for you.
- Consider turning your cell phone off to avoid losing focus every time a text message or notification pops up. And if you're still having trouble resisting the temptation to check your email or surf the web, try downloading a website blocker.

6. **Figure Out How You Learn Best**
   - Once you've established where you'll learn, think about when and how you accomplish your best work. If you're a morning person, make time to study first thing. More of a night owl? Set aside an hour or two after dinner to cozy up to your computer.
   - Brew your usual cup of coffee, put on your go-to playlist, and do whatever you need to get into the zone and down to business.
   - Not everyone learns the same way, so think about what types of information help you best grasp new concepts and employ relevant study strategies. If you're a visual learner, for example, print out transcripts of the video lectures to review. Learn best by listening? Make sure to build time into your schedule to play and replay all audio- and video-based course content.

7. **Actively participate.**
   - Participate in the course's online forum to help you better understand course materials and engage with fellow classmates. This might involve commenting on a classmate's paper on a discussion board or posting a question about a project you're working on. Read what other students and your professor are saying, and if you have a question, ask for clarification.
   - Make sure you are checking in as often as you can, too. The flexibility of online learning means that if you have 30 minutes before dinner plans, you could squeeze in a discussion response around your schedule. Set a goal to check in on the class discussion threads every day.
   - And if you do feel yourself falling behind, speak up. Don't wait until an assignment is almost due to ask questions or report issues. Email your professor and be proactive in asking for help.

8. **Leverage your network.**
   - Online classes may sometimes make you feel like you are learning on your own, but this couldn't be further from the truth. Most online courses are built around the concept of collaboration, with professors and instructors actively encouraging that students work together to complete assignments and discuss lessons.
   - Build relationships with other students by introducing yourself and engaging in online discussion boards. Your peers can be a valuable resource when preparing for exams or asking for feedback on assignments. Don't be afraid to turn to them to create a virtual study group. Chances are good that they will appreciate it just as much as you will.