



**Wisconsin School of Business
MBA Academic Integrity Policy
Honor Code**

- ***Discrimination***

I understand that it is the policy of the University of Wisconsin-Madison to not discriminate on any grounds, and especially not on the basis of gender, race, color, religion, national or ethnic origin, disability, or sexual orientation. I support this policy and will not tolerate any deviations from it in the classroom. If I feel that some form of discrimination has been directed toward me or another during class time, it is my right to contact the Honor Board (*or Dean*) immediately.

- ***Plagiarism***

I understand that plagiarism is a major offense at this University and that it is my duty to understand what plagiarism is and actively seek out advice when I have a question about my work. Plagiarism is defined by this University as:

“Plagiarism means presenting the words or ideas of others without giving credit. I should know the principles of plagiarism and the correct rules for citing sources. In general, if my [work] implies that I am the originator of words or ideas, they must in fact be my own.

[Specifically], if I use someone else’s exact words, they should be enclosed in quotation marks with the exact source listed. I may put someone else’s idea in my own words as long as I indicate whose idea it was.

If I am unsure about the proper ways to give credit to sources, I may ask my instructor or consult the Writing Center at 6171 Helen C. White Hall (phone: 608/263-1992, e-mail: writing@wisc.edu) for a copy of their handout "Quoting, Paraphrasing and Acknowledging Sources." Excerpt taken from <http://www.wisc.edu/students/conduct/uws14.htm>.

- ***Exams***

I understand that all exams whether in-class or take-home are strictly individual efforts. I will not communicate with any student regarding any aspect of the exam such as, content, coverage, until all students have taken the exam. Moreover, I will be certain that anyone with whom I discuss the examination has previously handed in their examination.

- ***Individual Homework***

I understand that homework that is not handed in for a grade may be discussed with the professor and other students; indeed, I am encouraged to do so. However, individual homework assignments that are to be handed in for a grade may not be discussed with students or others outside the class, such as other faculty members, alumni, unless specified by the instructor. Note that similar or identical homework may have been assigned in previous semesters; I may NOT access solutions from any source for those previous semesters. Difficulties with, or questions regarding, graded and ungraded work may always be directed to the instructor of the class.

- ***Group Work***

Basic Rules: I understand that group work must be done solely within the group and when required I must hand in a single set of answers for my group. I must contribute equitably in the assignment's/case preparation if I am to take full credit for it. This does not mean that my ideas must be included. It means that I should make a significant contribution to the overall process. If that did not happen for some individual, I can include in my report an estimate of that person's contribution relative to others in my group.

On Consulting with Others: I may not discuss the group work with anyone outside my group, with the exception of my professor or TA. That necessarily means that I will have no discussions with other groups, with those in other cohorts, or with anyone who may have previously studied the case. The only exception may be if my professor allows cross-group discussion as part of an assignment. Even in this case, however, I am obligated to be sure my work is not too similar to another group's work in its completed version.

Using Sources: The set of materials to be used in completing the group work will be clearly defined by the professor; under no circumstances am I to use sources outside the allowed set. This may include company or knowledgeable sources interviews or library/online searches. All sources, whether written, oral, or online, must be cited properly.

Note on the Internet: I understand that unless explicitly instructed, the use of any internet materials to complete an exam, homework or group work, not explicitly assigned to the class are strictly prohibited.

- ***Cases and Case Discussions:***

I understand that case write-ups are to be done individually, or within your assigned group, as your professor/instructor designates. In addition, *case discussions conducted in class* are to be done within my section or cohort unaided by alumni, 2nd year students or students in other sections/cohorts who have already reviewed the case. Discussing the analyses, arguments, logic, that go into the case compromises the equitable distribution of class participation and more importantly, undermines the learning process. Thus, since the path taken to arrive at an answer is as important as the answer itself, it is critical that case discussions are a product of my own thinking.

- ***If you are unsure about a rule or policy:***

Finally and very importantly, I recognize that the principle ingredient in the successful operations of the honor code is good faith among all parties. From time to time, situations will arise in which the application of the honor code is unclear. In such cases, it is important that I contact my Professor/instructor immediately for clarification.



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For Credit Work Declaration**

“On my honor, I have neither given nor received
unauthorized aid in completing this academic work.”