

The Three Basic Rules of DOC

1. RESPECT

In general: Throughout the DOC sequence, you'll be faced with a variety of challenging opinions and ideas. Different students will have different opinions about the material. You always have the right to express your point of view, but remember to do so in a way that shows respect for your peers and your instructors.

In lecture: Every DOC lecturer works hard to present the material in the most effective way possible. The majority of DOC students want to get the most out of their time in lecture. Respect your lecturer and fellow students by:

- Arriving on time
- Staying quiet during lecture (no whispering, rustling papers, or passing notes)
- Waiting for the lecture to end BEFORE packing up your materials
- *Quietly* finding a seat when you are unavoidably late
- Turning off cell phones, pagers, Mp3s, iPods, etc. Laptop computers are to be used only for taking lecture notes.

In section: During discussions, focus on the logic behind each issue rather than the emotion. Treat your classmates as colleagues. As long as we respect each other, we can have productive debate, discussion, and disagreement. Ultimately, that's what DOC is all about.

2. PREPAREDNESS

There is a lot of reading in DOC, and much of it is quite difficult. That's why it is imperative that you keep up. By doing your reading before section, you enable the discussions to be productive and useful for everyone. In other words, if you don't read, you disrespect both your TA and your classmates. Keep in mind as well the increased workload you'll face when exams roll around. Here are some guidelines for keeping up:

- Budget enough time to complete assigned DOC readings before the lecture and section in which they'll be discussed.
- Take notes as you read so you'll remember the material and be able to make informed comments during discussion section.
- Always bring your reader to section so you can follow the discussion.

3. ACADEMIC HONESTY: AVOIDING PLAGIARISM

First, let's define the term: **Plagiarism is any uncredited use of anyone else's words or ideas in any part of your written work.**

This means that Internet sources, old DOC papers, your roommate's paper, encyclopedias, newspapers, course materials, lecture materials, and anything else you use must be cited properly. It's okay to use other people's words, just *tell the reader you're doing it*. Whether you are making a direct quotation of someone else's words or paraphrasing them, you must acknowledge the source. If you have any doubts about how to cite the material, refer to the index in Anne Raimés' *Keys for Writers*, or ask your TA.

In order to avert plagiarism, DOC uses a program called Turnitin.com. You will submit all of your papers to Turnitin, and they will be checked against an entire database of current and former DOC papers in addition to a net-based search. In the end it's far, far easier to do your own work and to take a few moments to cite your sources than it is to find yourself facing charges of plagiarism.