

## HVCC Academic Integrity Policy

As a student at Hudson Valley Community College, you should know that this school is committed to academic excellence. As a result, the college has a strong policy against plagiarism. When students plagiarize, they threaten the integrity of the entire institution, and they devalue the legitimate intellectual accomplishments of all students.

The College's policy defines plagiarism in this way: "Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from failing an assignment to suspension from school. You are guilty of plagiarism any time you attempt to obtain academic credit by presenting someone else's ideas as your own without appropriately documenting the original source."

The policy goes on to explain that sources have to be properly documented and that "ideas" are not limited to "words" or "phrases." The realm of Ideas may also include examples such as statistics, computer programs, artwork, theories, and photographs among others. The entire policy with its three levels of violations and consequences is included at the website below.

Reference the following for more information on this policy:

<https://www.hvcc.edu/plagiarism.html>

## HVCC Contact Information

### **Blackboard:**

<https://www.hvcc.edu/mhv.php>

### **HVCC Academic Supports:**

<https://www.hvcc.edu/academicsupport/>

### **HVCC Important Dates**

January 19th– Classes Begin

March 14th– Spring Grades Due

March 21-29– No College Classes

May 12– Last Day of Classes

**Student high school breaks are different from the college breaks, therefore, students will be expected to complete college coursework while on vacation**



## Clean Technologies & Sustainable Industries Early College High School



## A Parent's Guide to Assisting in the Online College Course

## Advice for Parents

Beginning on January 19<sup>th</sup>, ask your child to log in to their Blackboard account through HVCC. They should see their course listed. It will either say “College Forum” or “Psychology”.

Read through the syllabus with them.

Go through the Screenshots, provided in Canvas on the College Supports page, for the designated course.

Have a conversation with your student on when and where they are going to work on their course. They will need a quiet space with little distractions.

Set up a weekly schedule with them on when they are going to work on the course. They should be logging in to Blackboard each day.

### Weekly Grade Check:

Ask your child to log in to Blackboard and go to My Grades. This will show you what assignments have been submitted, what assignments are missing, and current grades.

Most college professors will not allow students to hand in late work.

If your child is doing poorly, have them contact their advisor, log in to Blackboard with them, and assist them with emailing their professor for guidance.

## What Students Should be Doing

These steps will assist students in developing good habits for life long learning.

Create a schedule: At the start of each module, look at how many days you have to complete it, schedule time each day to work on assignments. Students will also need time to work on their assignments for their PTECH high school course, make sure to include this in the schedule.

3 hours a week to work on College Forum

9 hours a week to work on Psychology

Recommendation of *at least* an hour a day dedicated to either the high school course or the online course.

Check the modules, syllabus, and gradebook for upcoming assignments. If you notice an upcoming assignment in the gradebook, but don't see it as an assignment, contact your professor so you don't miss something.



## Tips for Success

Have a consistent workspace.

**Read** all textbook and outside reading material prior to completing assignments or taking quizzes. The expectation for college courses is that the reading is completed prior to class.

**Stay Committed:** Commitment is critical and a commitment to your online learning experience requires you to:

- Ask questions
- Be an active learner– Log on each day!
- Think critically
- Set aside time

Email your professor when you have questions.

### Discussion Boards

**Discussion boards are very important.**

Think through responses before posting, you may want to type a draft in a word document to make sure you answered each question.

Thoroughly answer each part of the question. If you have a difficult time adding detail, read each statement and ask yourself, “why?”, then put the explanation down for each sentence.

A discussion board is not just one and done. You should be responding and having a back and forth discussion as you would in a verbal dialogue with someone.