CLASSROOM RULES:
HISTORY 1130-101/102: Trade, Economies, and Empires

Dr. Jari Eloranta
Professor of Comparative Economic and Business History
Appalachian State University, Department of History
Office: Belk Hall 249S
Phone: 262-6006
E-mail: elorantaj@appstate.edu

Classroom Etiquette

The instructor agrees to respect students and listen to their needs. In return, students are expected to respect the instructor as well as other students. Appropriate behavior should not need explanation, but a number of issues call for clarification:

- be on time!
- eat meals outside of lecture!
- refrain from chewing and spitting tobacco products in class!
- respect the instructor (or presenters) by not talking when he (they) is lecturing!
- sleeping or reading are best done at home!
- cell phones should be turned off during class!

Additional Etiquette Pointers:

-End of class. Students sometimes try to hurry the end of class by beginning to gather books and rustling about a few minutes before the end of class. Again, this can be rude, particularly when others are trying to hear what the instructor is saying at the end of class.

-Leaving early. Like arriving late, sometimes one has to leave class early. Most students let me know in advance and will try to sit near the door to make less of a disturbance when leaving. If it's going to be a regular occurrence, you should certainly inform the instructor.

-Paper day. The day the paper assignments are due seems to bring out the worst behavior in everybody. Although most students get to class and turn in the paper on time, a fair number usually arrive late, wander around looking for where they should turn in the paper, and then just leave. Aside from the disturbance this creates, it's more than a little rude to just march in, drop off a paper, and march out after class has begun.
Plagiarism:

Plagiarism will not be tolerated. Turning in work that you did not create is plagiarism. Copying words or text from a book, website or any published source (without quotation marks) is plagiarism.

Students are required to read and abide by the Academic Integrity Code. Violations of this code, including plagiarism, will result in disciplinary action as outlined in the code. The code is available from Academic Affairs or may be accessed from Appalachian's web page (http://www.academicaffairs.appstate.edu/).

Source for the following pointers:

Choosing When to Give Credit

<table>
<thead>
<tr>
<th>Need to Document</th>
<th>No Need to Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>• When you are using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium</td>
<td>• When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject</td>
</tr>
<tr>
<td>• When you use information gained through interviewing another person</td>
<td>• When you are using &quot;common knowledge&quot; — folklore, common sense observations, shared information within your field of study or cultural group</td>
</tr>
<tr>
<td>• When you copy the exact words or a &quot;unique phrase&quot; from somewhere</td>
<td>• When you are compiling generally accepted facts</td>
</tr>
<tr>
<td>• When you reprint any diagrams, illustrations, charts, and pictures</td>
<td>• When you are writing up your own experimental results</td>
</tr>
<tr>
<td>• When you use ideas that others have given you in conversations or over email</td>
<td></td>
</tr>
</tbody>
</table>
## Making Sure You Are Safe

<table>
<thead>
<tr>
<th>Action during the writing process</th>
<th>Appearance on the finished product</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When researching, note-taking, and interviewing</strong></td>
<td>Proofread and check with your notes (or photocopies of sources) to make sure that <em>anything</em> taken from your notes is acknowledged in some combination of the ways listed below:</td>
</tr>
<tr>
<td>• Mark <em>everything</em> that is someone else’s words with a big <strong>Q</strong> (for <em>quote</em>) or with big quotation marks</td>
<td>• In-text citation</td>
</tr>
<tr>
<td>• Indicate in your notes which ideas are taken from sources (<strong>S</strong>) and which are your own insights (<strong>ME</strong>)</td>
<td>• Footnotes</td>
</tr>
<tr>
<td>• Record all of the relevant documentation information in your notes</td>
<td>• Bibliography</td>
</tr>
<tr>
<td><strong>When paraphrasing and summarizing</strong></td>
<td>• Quotation marks</td>
</tr>
<tr>
<td>• First, write your paraphrase and summary without looking at the original text, so you rely only on your memory.</td>
<td>• Indirect quotations</td>
</tr>
<tr>
<td>• Next, check your version with the original for content, accuracy, and mistakenly borrowed phrases</td>
<td><strong>When quoting directly</strong></td>
</tr>
<tr>
<td>• Begin your summary with a statement giving credit to the source: <em>According to Jonathan Kozol,</em> ...</td>
<td>• Mention the person’s name either at the beginning of the quote, in the middle, or at the end</td>
</tr>
<tr>
<td>• Put any <strong>unique words or phrases</strong> that you cannot change, or do not want to change, in quotation marks: ... <em>&quot;savage inequalities&quot; exist throughout our educational system</em> (Kozol).</td>
<td><strong>When quoting directly</strong></td>
</tr>
<tr>
<td>• Keep the person’s name near the quote in your notes, and in your paper</td>
<td>• Select those direct</td>
</tr>
<tr>
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<td><strong>When quoting directly</strong></td>
</tr>
</tbody>
</table>

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In-text citation
Footnotes
Bibliography
Quotation marks
Indirect quotations
quotes that make the most impact in your paper -- too many direct quotes may lessen your credibility and interfere with your style

- Put quotation marks around the text that you are quoting
- Indicate added phrases in brackets (I I) and omitted text with ellipses ( . . )

When quoting indirectly

- Keep the person’s name near the text in your notes, and in your paper
- Rewrite the key ideas using different words and sentence structures than the original text
- Mention the person’s name either at the beginning of the information, or in the middle, or at that end
- Double check to make sure that your words and sentence structures are different than the original text

Deciding if something is "Common Knowledge"

Material is probably common knowledge if . . .

- You find the same information undocumented in at least five other sources
- You think it is information that your readers will already know
- You think a person could easily find the information with general reference sources

**Question**: When is the use of the above materials from the website listed in the beginning plagiarism?