DIVISION OF ACADEMIC AFFAIRS

ONLINE

ORIENTATION PACKET
Tips for Your Online Course

1. UMES online courses are NOT self-paced. You are required to submit your work online as specified by your online instructor. You are to begin on the first day of the semester with assignments.

2. If you need help, ask the appropriate person as soon as possible:

   a. If you need help with the course material, contact your instructor as soon as possible.

   b. If you need help with the website:

      Send an email to webmaster@umes.edu or call the UMES help desk at 410-651-8324

      Normal operating hours are Monday through Friday, 8 am to 4:30 pm. If it is a weekend, holiday, or the campus is closed for some reason, you'll probably get a quicker response by sending a help ticket via the self service center at http://help.umes.edu and explain the problem in detail from the beginning – help us help you.

   c. If you need help with Blackboard and/or you can’t submit your assignments.

      Contact the Director of Instructional Technology immediately at: 410-651-7574 or for the best response contact the Director via e-mail @ kdpinhey@umes.edu. You can also send a help ticket via the self service center at http://help.umes.edu.

3. If you are taking a timed test, once you open the test, the timer begins and does not stop until you have submitted your answers. Exiting the test page does not stop the timer, and depending on the professors settings may cause your exam to be immediately submitted. Once the time limit on an exam is reached the test will be terminated at that point and be submitted accordingly.

4. All online students are governed by the same policy on academic integrity as students who attend non-online course (Policy on Plagiarism, Cheating)

5. Check your classroom frequently for updates and due dates. Log in early in the week to get your assignment and get it turned in as soon as you can. This will help prevent you from becoming overwhelmed if something goes wrong.

6. All online courses are located in Blackboard which you can access at the following addresses:


Online Computer Requirements
In order to take an online course, the computer equipment you use must meet the following requirements (check with course instructor for any additional requirements):

- Internet accessible computer
- A minimum of 512 megabytes of RAM
- 56K bps modem or higher OR Ethernet Internet connection
- An Internet Service Provider (ISP)
- An Internet web browser with up to date service packs and Java installed and pop-up blockers turned off.
- Internet Explorer, Firefox, and Google Chrome work well with Blackboard.

The following items, although not necessary, should be added to your personal computer to help enhance your learning experience and provide you with additional resources to access more extended pertinent information.

- Sound Card
- 800x600, 256 color monitor or better
- Quicktime 4.0 or higher plug-in
- Computer speakers and microphone
- Computer camera
- Printer
- Adobe® Acrobat Reader® 9.0 or higher [http://www.adobe.com](http://www.adobe.com)
- The latest Java [http://www.java.com](http://www.java.com)

**Computer Skills Needed**

As an online student I am aware that I must have:

1. UMES username and pass code
2. Basic knowledge about:
   - sending and receiving e-mails with attachments
   - navigating the World Wide Web
   - creating and saving files in using various application software (especially “Word”).
Student Services

Questions or concerns regarding all other policies and/or procedures not addressed here are located in the catalog and the UMES Student Handbook that can be found in HawkWeb on the Student Page or available upon request from the Office of Student Affairs.

Bookstore

The UMES bookstore is located in the Student Services Center (SSC) on the first floor. Students are able to access the UMES bookstore and view and order textbooks online. All textbooks are available from the UMES bookstore. The store sells wide selection of merchandise that a college student may need: computer data storage device, office supplies, greeting cards, posters and official UMES sportswear and paraphernalia.

Counseling Center

The University Counseling Services offers a broad range of services designed to assist students in personal growth, academic success, emotional health and well-being, and psychological development. The Center’s holistic and student-centered approach to counseling allows the staff to help students learn to make reasoned decisions in the multiple areas of their academic and personal lives. It is the policy of Counseling Services to provide comprehensive counseling to all students. Counseling Services subscribes to principles outlined by the International Association of Counseling Services (ISACS) and the code of ethics of the American Psychological Association (APA). These services are offered at no cost to enrolled students. It is the philosophy of Counseling Services that one of the basic rights of clients in treatment is the right of confidentiality, as counseling is most effective when a student can be direct and honest with the Counselor without fear that personal information will be divulged. Confidentiality is an ethic that prevents unauthorized disclosure about clients, including their names and their care, without the client’s written permission, except under conditions where such disclosure is necessary to protect the student or someone else from imminent danger. While information will not be released outside of Counseling Services without the student’s written permission, by state law Counseling Services staff may confer with each other in order to improve the quality of its services.

Library

Named for the self educated abolitionist, orator, and author who was born on the Eastern Shore, the library boasts a computerized card catalog with links to the collection of other University of Maryland System libraries and a noted African American history collection. The three-story library structure has recently been doubled in size and has undergone renovation. Students are able to access library resources via online databases, and reference assistance by contacting the reference librarian at 410-651-7937.

Services for Students with Disabilities

The Office of Disabled Student Services (DSS) assures the commitment of the University of Maryland Eastern Shore to providing access and equal opportunity to students with disabilities. Integration into the mainstream of campus life and empowerment are top priorities of DSS. Although there is no special curriculum for students with disabilities, DSS is designed to assist students in maximizing their academic potential. DSS focuses on supporting the positive development of students with disabilities. For further information please call 410-651-6215.
Online Student Oath

As an online student I am aware that:

I must . . . .

1. have a current, valid UMES username and pass code;

2. be computer literate;

3. be proficient in sending and receiving e-mail message with/without attachments;

4. follow the same rules and regulations as all other UMES students;

5. realize that online course work will require as much if not more of my time;

6. be aware that the reading/writing aspects of an online course are more intensive;

7. purchase my textbooks/materials as soon as possible, and

8. follow the policy on academic honesty that includes rules against cheating and plagiarism¹.

¹ See academic honest policy for graduate and undergraduate studies.
ACADEMIC HONESTY POLICY FOR GRADUATE AND UNDERGRADUATE STUDIES

Academic honesty and integrity lie at the heart of any educational enterprise. The University of Maryland Eastern Shore (UMES) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the students, faculty, and staff.

UMES is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the UMES Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Division of Academic Affairs in particular.

When there is evidence that a student has disregarded the University’s Academic Honesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is failure of the course. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations.

One of the objectives of UMES is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

1. **Falsification** is unacceptable. Falsification includes but is not limited to
   a. creating false records of academic achievement;
   b. altering or forging records;
   c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record;
   d. conspiring or inducing others to forge or alter academic records.

2. **Cheating** is also unacceptable. Cheating includes but is not limited to
   a. giving answers to others in a test situation without permission of the tester;
   b. taking or receiving answers from others in a test situation without permission of the tester;
   c. having possession of test materials without permission;
   d. taking, giving, or receiving test materials prior to tests without permission;
   e. having someone else take a test or complete one’s assignment;
   f. submitting as one’s own work, work done by someone else;
g. permitting someone else to submit one's work under that person's name;

h. falsifying research data or other research material;

i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own.

3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of:

   a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;

   b. quoting indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;

   c. quoting directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the University believes to be appropriate.

**ACADEMIC DISHONESTY PROCEDURES**

In accordance with existing policy in the University System of Maryland (USM), students accused of plagiarism and other forms of academic dishonesty will be given due process. When an instructor believes that a student has committed plagiarism or other acts of academic dishonesty, the following steps will be taken:

1. A faculty member who has sufficient reason to believe that a student is guilty of academic dishonesty will notify and subsequently meet with the student within **ten calendar days** from the time the alleged academic dishonesty is discovered.

2. Prior to the initial meeting of the faculty member and the accused student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a student who is a repeat offender or who have previously been found guilty of egregious incidents of cheating.

3. At the initial meeting the student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.

4. If the student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within **five calendar days** of the initial meeting.

5. If the student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment
imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be failure of the course. If the student refuses to sign the consent form, the faculty member will proceed to the next step in the process.

6. The faculty member will notify the student whether or not the matter will be taken to the next step in the process within five calendar days of receiving from the student a written response to the charges. The student shall file his/her written response with the Office of the Vice President for Academic Affairs.

7. If the student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the student’s explanation, the faculty member is required to send the matter forward to the next level of review.

   a. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
   b. If the case is not a repeat offense, and the student does not respond within the time indicated, the faculty member must proceed to the next step in the process.
   c. If the case is not a repeat offense and upon receiving the written response the faculty member does not accept the student’s explanation, the faculty member is required to send the matter forward to the next level of review.

8. Once the student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a student, completing and submitting all work required throughout the remainder of the semester.

9. The faculty member will notify the department chair and the Dean of his/her findings, and within five calendar days forward to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.

10. The Dean will review the explanation and any supporting evidence, and may, at his or her discretion, interview the accused student and/or the faculty member, for purposes of clarification and adherence to the University’s Academic Honesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within five calendar days it will then be forwarded to the school’s committee on academic dishonesty.

11. A five member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will be comprised of three full-time tenured faculty, one exempt employee of the University, and one junior or senior level student. In the event that the alleged dishonesty occurred on the graduate level, the student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.

12. A faculty member, who has brought or is in the process of bringing charges against a student for academic dishonesty in the current academic year, will not be eligible to serve on the committee. The Dean will appoint a replacement.

13. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the student will be allowed the opportunity to appear and respond to the charges, and answer any additional questions from the committee. All proceedings will be tape recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty
allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged dishonesty charge will be reviewed during the committee’s first meeting in the fall. In the interim, the student will receive a grade of “I.”

14. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the student wishes he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may not serve as an associate.

The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating or plagiarism.

15. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the student is not guilty of violating the Academic Honesty Policy.

16. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in Office of the Vice President for Academic Affairs.

17. The committee shall notify, in writing, the student, the instructor, and the Dean within ten calendar days of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:

a. affirm the decision and the penalty imposed by the committee;  
b. affirm the decision, but amend the penalty; or  
c. vacate the decision and order a new hearing with a different committee.

After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.