

e-Pack® STUDENT HANDBOOK

INTRODUCTION

Welcome to Thomas Edison State University and your e-Pack® course. As an adult learner and online student, you probably appreciate the freedom of earning credit toward your degree while studying on your own schedule and in your own location. However, to complete your coursework, you need to be self-disciplined and self-motivated. You also need to be organized so that you can study on a regular schedule. When you bring these qualities to your coursework, you will make steady and rewarding progress toward your educational goals.

The e-Pack® Student Handbook contains the information you need to get organized and to stay on track as you proceed through each Thomas Edison State University e-Pack® course. The principal sections of the Handbook are indexed in the column at the right. These sections contain essential guidelines for completing various administrative tasks for which you are responsible (e.g., acquiring your course materials, arranging for examinations, and keeping the University informed of status changes), meeting the academic standards established by the University, and pursuing your education with honesty and integrity.

All this information needs your careful attention so that you get the most out of your courses and receive the proper credit. Before doing anything else, please read the e-Pack® Student Handbook carefully and refer to it frequently. Students often find it helpful to print the Handbook for easy reference.

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GETTING STARTED

Before you begin the course or courses for which you have registered:

- Familiarize yourself with the myEdison learning environment and how to navigate it.
- Check that you have all of your course materials conveniently near your workstation. (See the section Course Materials.)
- Refer to the Course Calendar for pacing tips. Download or print it out, and fill in the dates by which you should meet suggested milestones. To find the dates, refer to the table of week-by-week dates posted in the calendar. (See also the [Week-By-Week Dates](#) on the General Information site.)
- Make arrangements during the first week of the semester to take the proctored final examination. (See the section Examinations and Proctors.)
- You might need to work on specific study skills to help you cope successfully with distance learning. The following publications, available from our textbook supplier, may be helpful in this regard.
 - *Harbrace College Handbook* by John C. Hodges (Harcourt Brace Jovanovich)
 - *How to Study in College* by Walter Pauk (Houghton Mifflin)
 - *College Reading and Study Skills* by Nancy V. Wood (Holt, Rinehart & Winston)
 - *Study Skills for Today's College Student* by Jerold W. Apps (McGraw-Hill)

Mentors

Thomas Edison State University's e-Pack® courses do NOT have a mentor. An e-Pack® course is ideal for self-motivated learners who want the freedom of self-paced and self-guided learning within a semester time frame, but would benefit from online formative activities and/or quizzes to gauge their readiness for the comprehensive final examination. Please note that the staff in the Center for Learning and Technology cannot answer content-related questions about your e-Pack® coursework, nor can they release grade information.

Smarthinking

Thomas Edison State University offers students access to the Smarthinking online tutoring service free of charge. Smarthinking is particularly helpful if you are taking courses in writing, mathematics, statistics, accounting, economics (macro and micro), chemistry, biology, or physics. You may also access Smarthinking if you are taking other subjects but need help with writing. Military students using the GoArmyEd portal should link to Smarthinking directly from the GoArmyEd portal.

Time Schedule

e-Pack® courses at Thomas Edison State University follow a 12-week format with only one (final)

examination. Regarding time schedules, bear in mind that

- The formative activities and quizzes are the best practice for the final exam. These activities and quizzes are NOT graded and DO NOT count toward your final course grade. Also, the questions will NOT be repeated on the final exam.
- The final exam for all courses is scheduled during the last week (Week 12) of the semester. If you wish, you may choose to take your e-Pack® exam earlier. See [Examinations and Proctors](#) for more information.

To effectively manage your time you can:

- Develop a regular schedule.
- Allow sufficient time for your studies.
- Do not procrastinate about completing reading, writing, and discussion assignments.

Note to Students with Disabilities

Thomas Edison State University is committed to providing reasonable accommodations for students with verified disabilities who are qualified for admission. If you would like to discuss or request accommodation for Thomas Edison State University coursework, please contact the Center for Disability Services at (609) 984-1141 ext. 3415 (voice) or (609) 341-3109 (TTY). It is your responsibility to disclose and verify any disability to the Center for Disability Services when requesting accommodation. All such disclosures will be kept strictly confidential.

COURSE MATERIALS

As soon as you register for a course, you may purchase course materials from the textbook supplier, MBS Direct by visiting the [MBS website](#). You can also call MBS to purchase materials at (800) 325-3252.

When you receive your packet from the supplier and are ready to start your course, please take a minute to check the list below and be sure that you have everything you need. Consult the "Course Materials" section of the "Syllabus" for a complete list (an e-Pack® course usually requires a single textbook).

Syllabus

The Syllabus of an e-Pack® course contains the following sections:

- **Course Description** – a brief description of the course
- **Course Objectives** – the major themes and topics that will be studied in this course
- **Course Materials** – required textbook and any materials that might be helpful
- **Course Structure** – length of the course, components of the course, and what is required of you
- **Assessment Methods** – information about the final examination, online quizzes, and grades
- **Grading and Evaluation** – what counts toward your grade and a chart comparing exam score to grade

- **Strategies for Success** – tips and hints on how to succeed in your e-Pack® course
- **Academic Integrity** – expectations and responsibilities of Thomas Edison State University students

Calendar

The Calendar lists important dates and some "pacing tips" that may help you through your e-Pack® course.

Modules

Each module may include:

- learning objectives and topics
- reading assignments
- the Topic-Feedback Chart that links the learning objectives to specific areas of the textbook.
- a link to the formative activities and practice quizzes
- a link to progress/feedback reports

Administrative Forms

Administrative forms for the course you are taking are found on the TESU [website](#). You will need these forms to do any of the following:

- **Proctor Request Form**—Use the Proctor Request Form to arrange to take the pen/paper version of your exam(s) if you decide not to use the Online Proctor Service. You must complete and submit this form by the end of the first week of the semester.
- **Request for Extension**—Students making satisfactory progress may apply for an eight-week extension per course. Mentors must certify that 50 percent of the coursework has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. Extension requests must be submitted to the mentor at least 7 days prior to the end of the term or the extension request will be denied.
- **Request for Transfer**—Complete and submit the Request for Transfer Form to the Office of the Registrar if you want to transfer from one course, course delivery mode, or course section to another. You must submit your request prior to the first Friday of the course.
- **Request for Course Withdrawal**—Complete and submit the Request for Course Withdrawal Form by the end of the term to the Office of the Registrar if you wish to withdraw from your course for any reason. You may be eligible for a tuition refund depending on how many weeks have passed since the semester began. (Comprehensive Tuition students, however, are not eligible for a tuition refund. The credits from the course withdrawals after the 21st day of the term will be deducted from the Comprehensive plan total.)

- **Student Data Change Form**—Complete and submit the Student Data Change Form to the Office of the Registrar if relevant personal information such as your name, address, or telephone number changes while you are taking the course.

DOING THE WORK OF THE COURSE

Once you have received all the necessary course materials, your responsibility for doing the work of the course includes identifying a proctor for your examination (see Examinations and Proctors), taking the web-based practice quizzes, and studying for and taking your examination. You are also responsible for keeping the University informed of any change in the status of your progress through the course (see Change-of-Status Requests).

All online and e-Pack® courses at Thomas Edison State University use the myEdison portal along with Moodle, the learning management system (LMS), as their delivery platform. If you are new to myEdison and Moodle, refer to this [Edison Create video](#) to familiarize yourself with the myEdison learning environment and how to navigate it before you formally begin the course. If you know what to expect, where to go, and how to find things, you can better pace yourself and complete your work on time.

How to Proceed

For each e-Pack® course you take, start by reviewing the e-Pack® Student Handbook and General Information area of the course website. Then read the Syllabus so that you clearly understand the goals of the course and its organization.

As you work on each unit of study (i.e., module), keep the following general sequence in mind:

- Check the module's learning objectives, which will help you focus on key points in the reading assignments.
- Read the assigned textbook sections.
- Take advantage of the formative activities and take the online quizzes.
- Note the topics that are identified from the feedback.
- Study those topics again.
- Complete the activities and/or take the quizzes again until you are satisfied with your performance (80% is a "passing" score for the quizzes). However, you are not required to pass a quiz before moving on to the next module.
- As a review, retake all the quizzes and before taking your final examination.

CONTACTING e-Pack® SUPPORT

The best way to contact e-Pack® support is via email (epack@tesu.edu), which will automatically create a help desk ticket. The e-Pack® helpdesk system provides help to students who need clarification on how their e-Pack® course works or who have questions about course materials. This system, however, will not connect students to a mentor or subject-matter expert, so we are unable to answer content-related questions. If, however, a student feels that a quiz question is incorrect based on the textbook readings, this system can also be used to bring issues to the attention of the e-Pack® staff for investigation. We are unable to release grade-related information prior to the final grade being released to the student.

Important note for email users: Please include the following information in the subject line of your email:

- your name
- the University name (TESU)
- course name and number
- semester and year
- the nature of the communication

For example:

From:	Joe Student
Sent:	October 24, 2019
To:	epack@tesu.edu
Subject:	Joe Student, TESU, MAR-301-EP001, OCT2019, Question about Final Exam

EXAMINATIONS AND PROCTORS

General Information

e-Pack® (EP) courses require a single, proctored final examination, which counts for 100 percent of your EP exams are comprehensive (covering the entire content of your course) and contain approximately 100 multiple-choice questions similar to those found on your quizzes although quiz questions are not repeated on the exam. For more information on what will be covered on the exam, review the learning objectives within each module. Additional information on score-to-grade conversion can be found in the Grading and Evaluation section in the Syllabus.

The exam must be completed by the last day of the semester. If you feel you are ready to take the final exam before Week 12, you can take the online version of the exam at any time with the University's Online Proctor Service (OPS) or request the early mailing of a pen/paper exam from the Office of Test Administration (OTA). EP exams are closed-book and closed-notes (unless otherwise stated in your Syllabus) and usually have a time limit of two hours. If you are taking a proctored pen/paper exam, the cover of the test booklet will also indicate if additional materials are allowed during the exam and the exact materials allowed. You will not be permitted to use any other sources of information, whether hard copy or electronic, during the examination. In addition, you may not take a laptop, tablet, smartphone, or

any other type of computing device with you to an examination.

Statement About Cheating

If you are found using unauthorized materials during the exam or engaging in unauthorized behavior, you will receive an F in your EP course. In addition, the following activities may warrant action by the University's Ethics Committee:

- Looking up any answer or part of an answer on the Internet, or using any other unauthorized source to find the answer.
- Copying and pasting responses or parts of responses from any other source whether written by yourself or anyone else.
- Plagiarizing answers.
- Asking anyone else to assist you by whatever means available while you take the exam.
- Copying any part of the exam to share with other students.

If you do not pass your EP exam but still wish to earn credit for the subject, you must reregister in one of the available credit options (EP, OL, GS, TE), pay the appropriate fee, complete the required coursework, and take the examination(s) at the end of the new term.

Online Exams

The Online Proctor Service (OPS) offers you the convenience of taking online exams from your home computer. To use OPS you will need a webcam, a computer with a microphone and speakers, and a hard-wired high-speed Internet connection. You may take your EP final exam at any time during the semester in which you are enrolled. We recommend that you schedule your online final exam at the beginning of the semester. The OPS technical support staff will be available to answer questions and assist with technical issues. Follow these steps for scheduling an exam with OPS:

- Click the Online Proctor Service link and select the Sign Up tab.
- Create a username and password and then select the Schedule New Session tab.
- When picking a test date, list your institution (Thomas Edison State University).
- Select the Term (in which you are registered) & Credit Type (e.g. December 2019 e-Pack®)
- Select your EP title (e.g. SOC-210 Marriage and the Family Final)
- Click the Find Sessions tab to see available test dates. The OPS option is free unless you schedule a test date less than 72 hours in advance.

When your test day arrives, go to the Online Proctor Service site a few minutes before your scheduled exam time. Log in with your OPS username and password and click the My Exams tab. After verifying your identification, your online proctor will tell you when to log in to your course space to open the test link. The online proctor will then guide you through the process. If you are on an official course extension, you will receive an email from the OPS vendor to schedule your single user session.

Pen/Paper Exams

If you are taking your EP exam in the pen/paper format, you will need to select a proctor who meets the University's guidelines and submit the Proctor Request form by the end of the first week of the semester.

You will receive email notification when your proctor has been approved. If you are late in sending in the Proctor Request form, the mailing of your exam(s) may also be late. Students have two principal options for selecting a proctor for pen/paper exams:

Option A: Select a Proctor at a Site Near Your Home or Place of Work

You can take your pen/paper exams at an accredited college or university or at any public library. It is advisable to find a location close to your home or work so that you have easy access during the official test week, especially if you are taking more than one course per semester.

- **Accredited college or university**—Contact your local college or university and find a full-time member of the testing office or a full-time professor or professional staff member. Adjunct and part-time professors do not qualify.
- **Public library**—A full-time librarian at a public library is acceptable as a proctor. Librarians at elementary and high schools, however, do not qualify. We do not send exams to employers, coworkers, corporate training offices, members of the clergy, family members, or friends.

Access and complete the [Proctor Request form](#). You will receive verification when your proctor is approved. If you do not receive a proctor confirmation email within five (5) business days, contact OTA at testing@tesu.edu. Once the proctor is approved, the exam will be mailed from OTA two weeks before the official test week. Call your proctor the week before the official test week to confirm delivery of the examination(s) and to set up a specific test date that is convenient for you both. Never travel to your test site unless you have confirmed that your test is there. If you cannot take a scheduled examination, notify your proctor immediately as they are required to return your exam to the University within 30 days of receipt.

On your designated test day, review the exam cover carefully before you break the seal to verify that you have the correct test (EP final) for the course and term in which you are registered. Once the exam seal is broken, you will be graded on the work completed. Examinations may not be retaken. Proctors are not aware of your semester deadlines, so make sure you complete all exams by the last day of the semester.

Option B: Take the Test at Thomas Edison State University in Trenton, NJ

If you live or work near Trenton, you can take either the pen/paper or online version of your EP final in our Testing Center at 111 West State Street (8:30 and/or 10:30 am) during the test weeks listed below. Go to the [TESU Reservation Desk](#) to schedule a specific test date. You can take up to two exams per test date if they are both 2-hour exams. If you have questions about scheduling, contact the OTA at testing@tesu.edu or (609) 984-1181 ext. 2240.

EP Term	Official Test Week	EP Term	Official Test Week	EP Term	Official Test Week
Jul 2019	09/16/19–09/22/19	Nov 2019	01/20/20–01/26/20	Mar 2020	05/18/20–05/24/20
Aug 2019	10/21/19–10/27/19	Dec 2019	02/17/20–02/23/20	Apr 2020	06/15/20–06/21/20
Sep 2019	11/18/19–11/24/19	Jan 2020	03/23/20–03/29/20	May 2020	07/20/20–07/26/20

Oct 2019	12/16/19–12/22/19	Feb 2020	04/20/20–04/26/20	Jun 2020	08/17/20–08/23/20
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Military Students

Members of the military should seek a proctor who is a neutral third party, such as a full-time commissioned officer, senior to the student in rank and not within the student's direct chain of command. Acceptable proctors for military students include:

- Commissioned officers (CWO2 and above) serving on active duty, senior to the student in rank but working in a different department.
- Test control officers (TCO).
- Education services officers (ESO).
- Career counselors.
- Base librarians.
- Chaplains.

Unacceptable proctors include coworkers, direct or immediate supervisors, family members, friends, and medical staff at hospitals, medical centers, and clinics. Students serving at remote or isolated postings should make every effort to find a proctor outside of their direct reporting chain. If this is not possible, contact the OTA at testing@tesu.edu.

To request a proctor and obtain approval from the University, complete the [Military Proctor Request form](#). Submit with accurate and up-to-date contact information. Once we have approved your proctor, your exam will be mailed two to three weeks before the official test week. Contact your proctor the week before your test date to confirm they have received your exam(s). You must complete your EP exam by the last day of the semester unless you have been granted an official course extension.

Important Reminders for All Students

- The [Proctor Request form](#) should be submitted only if you plan to take your exam(s) in the pen/paper format. If you choose to take your exam(s) online through the OPS, you will schedule your test appointment directly with the [Online Proctor Service](#).
- It is your responsibility to verify that the proctor's name and mailing address are correct and up to date when/if you submit the Proctor Request form. If this information is wrong, the delivery of your exams could be delayed.
- An official course extension means you have an additional eight (8) weeks in which to complete the course. You must send an email to testing@tesu.edu three (3) weeks before your desired test date to request that the exam be mailed.
- Questions about an examination should be directed to the Office of Test Administration (testing@tesu.edu) before you begin the online exam or break the seal of the pen/paper exam.

CHANGE-OF-STATUS REQUESTS

Requests for extensions, transfers, and withdrawals should be submitted to the Office of the Registrar using the correct change-of-status forms. These forms are available online at the [University's website](#) and on the [General Information website](#). Follow the directions on the online form for submitting each one. You can print PDF files and mail or fax them to the office or person listed on the form.

If you do not have the correct form, make your request in writing to the registrar. Action on the request will be based on its postmark or fax date and on the University policies in place at the time. Include the appropriate fee with each request. Current fees are listed in the University's *Undergraduate Catalog*. If your change requires new exam dates, you must inform the Office of Test Administration as soon as your request is verified by the Office of the Registrar.

Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one 8-week extension per course. In order to apply for an extension, students must submit the Request for Extension form to the course mentor for certification no later than 7 calendar days prior to the initial end date of the term. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, submitted by the student to the Office of the Registrar, no other documentation is required. The Office of the Registrar will process the request and notify the student of the extended course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of 8 weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. Requests for second extensions must be submitted to the Dean of the program to which the student is enrolled. The decision of the dean is final.

Students cannot have more than 16 additional weeks added to the original last day of the term. Students may not request more than two extensions for a single course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension has not ended.

A percentage of the student's final grade in an online course is based on his/her participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

A student who is on extension must notify the Office of Test Administration by email (testing@tesu.edu) two weeks prior to the desired test date or at least two weeks prior to the extension end date to ensure that examinations are sent to the student's proctor when he/she is ready to take them. For online exams,

students must notify the Office of Test Administration by email (testing@tesu.edu) at least three business days in advance of the desired test date to ensure the exam link has been opened.

For further information about requesting a course extension, see [Requesting a Course Extension](#) on the University website (Current Students > Request Course Extension).

Instructions for Requesting an Extension

To request an extension:

1. Download the appropriate [course extension form](#) from the University website, and follow the relevant instructions.
2. For mentor certification, save and submit the form to your mentor following the instructions given.
3. Upon return of the certified form, forward the form to the Office of the Registrar, as indicated on the form. The Office of the Registrar will send you an email with a secure link to make the extension fee payment. Your extension is not officially approved until you submit it to the University with the fee.

After receiving approval from the University via email, you will need to reschedule all remaining coursework and examinations. Be sure to share your new calendar with your mentor.

If you are taking your exam(s) online through OPS, you will need to contact the Office of Test Administration (OTA) so the test link can be opened. If you are taking your exam(s) in the pen-and-paper format, you will need to contact OTA at testing@tesu.edu three weeks prior to your desired test date or three weeks prior to your extension end date to ensure that the exam(s) arrive at your test site before your deadline.

All coursework, including examinations, must be completed and sent to your mentor by the last day of the extension. If you take your examination or complete assignments after the end of the term without having an approved extension, your exam will not be sent to your mentor for grading.

End-Dates for Extensions

Term	Extension until
Jul 2019	11/30/19
Aug 2019	12/31/19
Sep 2019	1/31/20
Oct 2019	2/29/20
Nov 2019	3/31/20
Dec 2019	4/30/20
Jan 2020	5/31/20

Feb 2020	6/30/20
Mar 2020	7/31/20
Apr 2020	8/31/20
May 2020	9/30/20
June 2020	10/31/20

Transfers

Requests for transfer from one course, course delivery mode, or course section to another will be considered prior to the first Friday of the course. Transfers may be denied because of lack of space in the requested course. Requests for transfers must be on the proper form or in a letter to the Office of the Registrar containing all the information requested on the Request for Transfer Form. Transfers are permitted only to courses offered within the same term.

Withdrawals

You can withdraw from a course by using the Request for Course Withdrawal Form before the end of the term only. You might be eligible for a tuition refund depending on how many weeks have passed since the semester began. Comprehensive Tuition students, however, are not eligible for a tuition refund.

Withdrawal from a course does not affect your status in your degree program at the University. You will remain enrolled in the University and retain all previously earned credits.

ACADEMIC STANDARDS

Good written expression is the key to success in Thomas Edison State University Online courses. The following information is meant to help you work to the required standards. The suggestions on writing style and structure and the advice on answering questions can be applied to both your written assignments and your examinations.

The general rubric below will give you a basic understanding of important things to consider when preparing your written work. The rubric is **not** a definitive tool for scoring your work; it is merely a guide to give you an idea of things your mentor might consider when evaluating your written expression.

Excellent to Exemplary	Work is complete, original, insightful, and of a quality that exceeds the expectations of the assignment or question and the course level. It demonstrates an in-depth understanding of course issues and a high level of analytical skills. Thoughts are expressed clearly and logically with few, if any, errors in grammar and mechanics. Transitions consistently help move the reader from one major idea to the next. References are from reputable sources, and sources are properly cited.
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<p>Satisfactory to Very Good</p>	<p>Work is complete and of a level that meets the expectations of the assignment or question and course level. It demonstrates a sufficient understanding of course issues and adequate analytical skills. Thoughts are expressed clearly and logically, and the work demonstrates a college-level understanding of grammar and mechanics. Transitions are used adequately to help move the reader from one major idea to the next. References are from reputable sources, and documentation of sources contains few errors.</p>
<p>Marginally Acceptable to Satisfactory</p>	<p>Work is partially incomplete and/or of a quality that only partially meets the expectations or fails to meet the expectations of the assignment or question and course level. It does not adequately demonstrate an understanding of course issues, and a demonstration of analytical skills is lacking. Thoughts are expressed awkwardly and sometimes illogically, and the work contains significant grammatical and mechanical errors. Transitions may be used sparingly or not at all. References may be inadequate and from disreputable or poorly chosen sources, and documentation of sources is poorly presented and/or inadequate.</p>
<p>Minimal Pass to Marginally Acceptable</p>	<p>Work is incomplete and/or of a quality that only partially meets the expectations of the assignment or question and course level. It demonstrates little or no understanding of course issues and fails to demonstrate analytical skills. Thoughts are consistently expressed in an awkward and illogical manner, and grammatical and mechanical errors distract the reader. Transitions between thoughts and ideas may be missing throughout the work. Necessary references may be inadequate, completely missing, and/or chosen from disreputable sources. References are not cited or they are cited inadequately and/or improperly.</p>
<p>Fail</p>	<p>Work does not address the question or questions asked and/or it demonstrates a lack of effort. It lacks demonstrated understanding of course issues and analytical skills. Thoughts are incomplete or consistently expressed in an awkward and illogical manner. Grammatical and mechanical errors distract the reader, and transitions between thoughts and ideas may be missing throughout the work. Necessary references may be inadequate and completely missing and/or chosen from disreputable sources. References are not cited or they are cited inadequately and/or improperly.</p>
<p>Adapted from the work of Dr. Bonnie Mullinix, Monmouth University</p>	

Writing Style

Written work—including papers, assignments, and examinations—should be presented clearly and concisely in a formal expository style. Clear writing is a product of clear thinking. Observe the basic rules of grammar and punctuation. If you have problems with your writing, you can get help with [Smarthinking](#). For more information, refer to the [Online Tutoring Resources](#) section of the General Information site.

Structure

A well-structured essay has a minimum of three components: introduction, body, and conclusion. Carefully review each of your essays before submitting to ensure that you have included each component.

Research

Papers and lesson activities may require that you conduct research. You may use libraries convenient to your location. But also keep in mind that the New Jersey State Library and the Library for the Blind and Handicapped offer services and resources to Thomas Edison State University students. Students may visit, call, or fax the library, located at 185 West State Street in Trenton, New Jersey. Professional library staff are available to assist you.

Reference librarian: (609) 278-2640 ext.103

Internet: [New Jersey State Library](#)

The [Library's website](#) for students at Thomas Edison State University includes information about obtaining a free library card as well as full-text journals online, databases, access to the catalog, interlibrary loan request forms, request forms for photocopies, and a range of other subject-specific information.

Citing Sources

You must acknowledge the source of all expressions and ideas that are not your own. If you have questions about a standard format for references (citations), refer to General Information > Writing Style Guides, to *Writing Research Papers* by James D. Lester, or to *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian. When quoting or paraphrasing another's words, cite the source(s) of your information. Failure to cite sources is plagiarism. (See Academic Integrity.)

When you use Internet sources, please do so with caution. Choose reputable sites, and look for the credentials of the author. In your citation, give as much pertinent information about the site as possible. For example, include the author's name, the title of the article, the date on which the article was created, the date you retrieved it, and the web address (the URL). For samples of how to cite Internet sources, refer to the latest edition of the MLA Handbook for Writers of Research Papers, the Publication Manual of the American Psychological Association, or to online sources such as:

- [OWL](#) (Online Writing Lab) at Purdue University
- [Writer's Handbook](#), the Writing Center at the University of Wisconsin–Madison
- [APA Guidelines](#)

Relevance to the Question

Answer the question asked. Identify the main verb in the question and answer accordingly. For example, if you are asked to analyze a problem, do not describe the situation. Select the subtopics implied by the question and deal with each of them so as to answer the entire question.

Coherent Argument

The development of the argument and the supporting facts in an essay should be like the ribs on a skeleton—all clearly related to the backbone of the question. It is always a good idea—whether responding to an assignment or to an essay question on an exam—to sketch an outline of your arguments before you start writing. Then you can see the most logical way to arrange the elements of your essay.

Implications of the Question

Many essay questions require that you consider at least two (often opposing) points of view. When this is the case, you should choose one approach from the following:

- State a preference for one view rather than another.
- Show that both views are equally valid, given the evidence.
- Demonstrate that neither is particularly impressive.

Also remember:

- Questions beginning with “How far . . .” often expect you to discuss limitations as well.
- Questions beginning with “Would you agree that . . .” often expect you to show that you are aware of the arguments that could be used to oppose your point of view.
- Essay questions that make a statement or pose a problem and then ask you to discuss the statement or problem might require more than one point of view and also some resolution of the problem.
- A question starting with the phrase “What use is . . .” expects you to state why the study of X is useful in understanding problem Y and in what ways it is not useful. Sometimes you might illuminate your main argument by citing an approach that you think is more useful than the one specified in the question.
- Your answers should always provide evidence that supports your assertions

ACADEMIC INTEGRITY

Thomas Edison State University is committed to maintaining academic quality, excellence, and honesty. The University expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Students at Thomas Edison State University are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures, and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff, and other students; behave in a manner consistent with the standards and codes of the profession in which they are practicing; keep official records updated regarding changes in name, address, telephone number, or email address; and meet financial obligations in a timely manner. Students not practicing good

academic citizenship may be subject to disciplinary action including suspension, dismissal, or financial holds on records.

All members of the University community are responsible for reviewing the [Academic Code of Conduct Policy](#) in the University Catalog and online at [Thomas Edison State University](#).

Academic Dishonesty

Thomas Edison State University expects all of its students to approach their education with academic integrity—the pursuit of scholarly activity free from fraud and deception. All mentors and administrative staff members at the University insist on strict standards of academic honesty in all courses. Academic dishonesty undermines this objective. Academic dishonesty can take the following forms:

- Cheating
- Gaining or providing unauthorized access to examinations or using unauthorized materials during exam administration
- Submitting credentials that are false or altered in any way
- Plagiarizing (including copying and pasting from the Internet without using quotation marks and without acknowledging sources)
- Forgery, fabricating information or citations, or falsifying documents
- Submitting the work of another person in whole or in part as your own (including work obtained through document sharing sites, tutoring schools, term paper companies, or other sources)
- Submitting your own previously used assignments without prior permission from the mentor
- Facilitating acts of dishonesty by others (including making tests, papers, and other course assignments available to other students, either directly or through document sharing sites, tutoring schools, term paper companies, or other sources)
- Tampering with the academic work of other students

Plagiarism

Thomas Edison State University is committed to helping students understand the seriousness of plagiarism, which is defined as using the work and ideas of others without proper citation. The University takes a strong stance against plagiarism, and students found to be plagiarizing are subject to discipline under the academic code of conduct policy.

If you copy phrases, sentences, paragraphs, or whole documents word-for-word—or if you paraphrase by changing a word here and there—without identifying the author, or without identifying it as a direct quote, then you are plagiarizing. Please keep in mind that this type of identification applies to Internet sources as well as to print-based sources. Copying and pasting from the Internet, without using quotation marks and without acknowledging sources, constitutes plagiarism. (For information about how to cite Internet sources, see Online Student Handbook > Academic Standards > “Citing Sources.”)

Accidentally copying the words and ideas of another writer does not excuse the charge of plagiarism. It is easy to jot down notes and ideas from many sources and then write your own paper without knowing which words are your own and which are someone else’s. It is more difficult to keep track of each and every source. However, the conscientious writer who wishes to avoid plagiarizing never fails to keep careful track of sources.

Always be aware that if you write without acknowledging the sources of your ideas, you run the risk of being charged with plagiarism.

Clearly, plagiarism, no matter the degree of intent to deceive, defeats the purpose of education. If you plagiarize deliberately, you are not educating yourself, and you are wasting your time on courses meant to improve your skills. If you plagiarize through carelessness, you are deceiving yourself.

For examples of unintentional plagiarism, advice on when to quote and when to paraphrase, and information about writing assistance and originality report checking, click the links provided below.

[Examples of Unintentional Plagiarism](#)
[When to Quote and When to Paraphrase](#)
[Writing Assistance at Smarthinking](#)

Disciplinary Process for Plagiarism

Acts of both intentional and unintentional plagiarism violate the [Academic Code of Conduct](#).

If an incident of plagiarism is an isolated minor oversight or an obvious result of ignorance of proper citation requirements, the mentor may handle the matter as a learning exercise. Appropriate consequences may include the completion of tutorials, assignment rewrites, or any other reasonable learning tool in addition to a lower grade for the assignment or course. The mentor will notify the student and appropriate dean of the consequence by email.

If the plagiarism appears intentional and/or is more than an isolated incident, the mentor will refer the matter to the appropriate dean, who will gather information about the violation(s) from the mentor and student, as necessary. The dean will review the matter and notify the student in writing of the specifics of the charge and the sanction to be imposed.

Possible sanctions include:

- Lower or failing grade for an assignment
- Lower or failing grade for the course
- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the University
- Dismissal from the University