1. Welcome to all MS&E Course Assistants

1. Getting started as an MS&E CA
   a. New CAs checklist
   a. Helpful tips for new and experienced CAs

1. Technical information of use to CAs

1. Contact Information
   a. People in MS&E
   a. Organizations outside MS&E

1. Frequently Asked Questions

1. Honor Code
   a. Stanford Honor Code
   a. Interpretations of the Honor Code
WELCOME TO ALL MS&E COURSE ASSISTANTS

Welcome to CAing at Stanford. Please be sure to read the contents of this handbook very carefully. If this is the first time you will be a course assistant, make sure you follow the instructions given in the "New CAs checklist" section. If you have any questions at this time or in the future, please feel free to stop by my office and I will be happy to help.

Samuel Chiu
Terma 408
samchiu@stanford.edu
NEW CAs CHECKLIST

These are some administrative tasks that need to be completed as soon as you are appointed as a course assistant.

_____ 1. If you do not already have a Leland e-mail account please open one as soon as possible. Since most correspondence will be via e-mail, it is critical that you get into the habit of checking e-mail frequently. E-mail accounts are opened on the web by going to http://sunetid.stanford.edu. Any questions should be directed to Sweet Hall (725-2101).

_____ 1. Please be sure to inform the departmental office (Juanita Winkleman) of your correct local address and phone number as soon as you have it. We need an up-to-date address and phone number for you at all times.

_____ 1. To receive your paychecks on time, you need to finish your new-hire paperwork by the end of the first week of the quarter. You are still required to pay (or make arrangements with the Bursar to pay through payroll deduction) all of your non-tuition fees on or before the University deadline. Failure to take care of the non-tuition fees will result in late fees.

_____ 1. If you would like to have your paychecks directly deposited into your bank account, fill out a Direct Deposit Form and return to Lori Cottle.

_____ 1. To be eligible for a departmental CA appointment, you are required to attend the CA Orientation Seminar offered by the Center for Teaching and Learning (CTL). These orientations are offered at the beginning of each quarter. Go to http://www.stanford.edu/group/msande_tas/ for information about the upcoming orientation.
The MS&E department also has its own CA training program, which takes place in the fall quarter each year. All aspiring CAs for the current academic year are required to attend. More details will be forthcoming in the first weeks of September.

**USEFUL TIPS FOR NEW AND EXPERIENCED CAs**

Whether this is the first time you are a CA in our department, or you are an experienced CA, there are a few things that you might need to take care of at the beginning of each quarter to ensure that classes run smoothly. Here we give some useful hints.

**Putting books in reserve:** If you need to put books on reserve for the course you are CAing, the easiest thing to do is to fill in the electronic forms provided by each library (you will need to find out first which library has copies of the book(s) you want to put on reserve). The electronic addresses below will take you to the appropriate forms in each library:

- *Engineering*:

- *Math-CS*:

- *Green*:
  - [http://library.stanford.edu/services/course_reserves/reserve_print/print_res_form.html](http://library.stanford.edu/services/course_reserves/reserve_print/print_res_form.html)

**Reserving rooms:** Both at the beginning, and during, the quarter, you might need to reserve rooms for regular meetings, office hours, problem sessions, review sessions, etc. Not all the rooms in Terman Engineering Center are administered by the department. You can reserve those that are yourself by using the Sundial Calendar ([http://calendar.stanford.edu](http://calendar.stanford.edu)), or by contacting Susan Burgenbauch ([susanb@stanford.edu](mailto:susanb@stanford.edu)). The rooms that can be reserved through the Sundial Calendar are:
<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>302</td>
<td>12</td>
</tr>
<tr>
<td>401</td>
<td>12</td>
</tr>
<tr>
<td>453</td>
<td>30</td>
</tr>
<tr>
<td>498</td>
<td>20</td>
</tr>
</tbody>
</table>

If you need a different room from those, or you want a room outside Terman Engineering Center, you will need to contact Susan.

**Reserving projectors:** You can reserve projectors through the Sundial Calendar ([http://calendar.stanford.edu](http://calendar.stanford.edu)) or by contacting Tim Keely (tim.keely@stanford.edu)

**Photocopying:** To photocopy materials for the course you are TAing, you should get the course related copy code from Tim Keely (tim.keely@stanford.edu). When printing from your computer, first print only one original and then make the necessary copies using the "Copy" option on the printer/photocopying machine.

**SUNDIAL CALENDAR**

You can now check for availability and request reservations for our MS&E conference rooms and projectors from your very own desk!

If you already have a Sundial account, go directly to

http://sundial.stanford.edu/

If not, read the instructions below.

**TO GET STARTED:**

Visit the site [http://calendar.stanford.edu](http://calendar.stanford.edu) and sign up once for access.
FOR CONFERENCE ROOMS:

When you have arrived at your Calendar page, click on the "View Agendas" button (the one with a person standing next to a calendar) in the tool bar.

Perform a search for "MSANDE" and click on the button "Resource search".

You should find a list of 4 conference rooms:
- MSANDE Conference Room 302
- MSANDE Conference Room 453
- MSANDE Conference Room 498
- MSANDE Conference Room 401

Click on "Add to favorites" for each of the four conference room items.

Then click on "OK".

FOR PROJECTORS:

Perform a search for "MSANDE" and click on the button "Name search".

You should find one entry for:
- MSANDE Projectors 1,2,3

Click on "Add to favorites."

Then click on "OK".

Your web page will then present a tool bar with which you can click on the drop down button to view the conference room or resource of your choice.

TO RESERVE A CONFERENCE ROOM OR PROJECTOR:
Click on the plus [ (+) ] next to the time you would like to reserve the resource. Please fill in a short description of the event (e.g. MS&E 492 - tkeely). Be sure to put in your name or SUnet ID so that we may contact you if needed.
Newsgroups

Newsgroups are a good way to get information out to the entire class. Newsgroups are an effective way to keep all information for a course in one place for the entire quarter. Announcements, HW changes/hints, etc. can be posted to the newsgroup by the TA. Students can use the newsgroup to post questions. For those of you who have never used a newsgroup, I would highly recommend learning now.

To read a newsgroup you can use e-mail programs such as Outlook, Eudora, and Entourage, or net browsers such as Internet Explorer and Netscape. The newsgroup for the class you are TAing probably exists already and should be named "su.class.msandeXXX."

If the newsgroup does not exist, you will have to request that one be created. Go to the Technology Support for Courses at Stanford site (http://www.stanford.edu/courses/). From here you will be able to request that a newsgroup be created for your class.

Email lists

While newsgroups are a powerful way to get information out to the entire class, we recommend using an email list as the primary means of communication with the class. Students seem to check their email very often and don’t have to think about making a special trip to the newsgroups to get information.

The University will maintain an email list for you – in other words, you don’t have to enter every email address by hand into your own system. There is a list server provided by the University. To get more information send an email to help@lists.stanford.edu. After that you should have all of the information you need for starting a new list.

Go to http://lists.stanford.edu to setup an emailing list.

To send an email to the list, send it to "<listname>@lists.stanford.edu."
Using email lists and newsgroups together

We would recommend sending important messages to both places. While this isn’t necessary, it will allow students to get important messages right away through email and allow them to go back and look at previous announcements in the newsgroup.

Sending to both places is relatively simple. If you are posting a message to a newsgroup, simply CC: the email list.

If you are emailing, you can CC: su.class.msandeXXX@news. Either way will allow you to send to both places simultaneously.

Web pages

The directory for your MS&E class will most likely be in the following location: /afs/ir/class/msandeXXX. If it isn’t already ready for you to use, you will need to ask your professor to give you permission on the directory, or contact courses@leland.stanford.edu to get the required permissions.

If the directory doesn’t exist for your class, or if you need to request quota you should go to the Technology Support for Courses at Stanford site, or contact courses@leland.stanford.edu. This will allow you to request new storage space, a new directory with the proper permissions, class emailing lists and a newsgroup. If you need to request that your class receives a certain amount of quota, send an email to courses@leland.stanford.edu and tell them which class you are a TA for. You may need to get something signed or approved by the professor.

There are two programs that make webpage designing/maintenance very easy:

- Coursework (University Web Software)  
  http://www.stanford.edu/group/ats/coursework/
- EEClass (EE Web Software)  
  http://eeclass.stanford.edu/cgi-bin/display.cgi
CONTACT INFORMATION

PEOPLE IN MS&E

Departmental CA Training Coordinators:

Faculty: Samuel Chiu, samchiu@stanford.edu

Student: Mariana Olvera, marianao@stanford.edu
(also MS&E Liaison to CTL)

Scheduling Conference Rooms in Terman:

Go to http://calendar.stanford.edu or contact

Susan Burgenbach
susanb@stanford.edu
Terman 351
725-1620

Scheduling other rooms:

Susan Burgenbach
susanb@stanford.edu
Terman 351
725-1620

Financial/Payment Information:

Lori Cottle
lcottle@stanford.edu
Terman 306
725-1633
Undergraduate Advisor:
Professor Ross Shachter

Masters Advisor:
Professor Samuel Chiu

PhDs Advisor:
Professor John Weyant

Questions about Grading Procedures:
Work with course instructors to establish grading procedures and guidelines before the start of a quarter. Contact MS&E CA training coordinators for input.

ORGANIZATIONS OUTSIDE MS&E

Help and Resources for TA’s:
Center for Teaching and Learning (CTL)
Sweet Hall 4th floor
723-1326

Services for TA’s (and Faculty):
• Library of Books and Videotapes
• Handouts on Teaching; Teaching at Stanford Handbook; Newsletter
• Information on Teaching and Technology
• Teaching Orientations ... and lots more
• Tutoring for undergraduate classes
Stressed out?

Counseling and Psychological Services (CAPS)
(Totally confidential services)
Vaden Health Center (2nd floor)
723-3785

Academic Dilemmas (honor code questions, etc.):

Judicial Affairs Office
Laurette Beeson
lbeeson@stanford.edu
323 Old Union
725-7425

Sexual Harassment Policy:

Sexual Harassment Policy Office
Dr. Laraine Zappert
Coordinating Advisor
harass@stanford.edu
723-1583

Help and Resources for International Students:

Bechtel International Center
422 Lagunita Dr.
723-1831

Undergraduate Advising:

Undergraduate Advising Center (UAC)
Sweet Hall 4th floor
723-2426
Services for Students:
- Courses to Improve Learning Effectiveness
- One-on-one Study Skills Counseling; Workshops
- Tutoring and Tutor Training
- Learning Tips Handouts

Students with Disabilities:
Information on classroom accessibility and special services that students with disabilities may need.

Disability Resources Center (DRC)
563 Salvatierra Walk (1st floor)

University Ombudsperson:
(Totally confidential)

Building 300
723-3682

To protect anyone at Stanford from "injustices or abuses of discretion, from gross inefficiency, from unnecessary delay and complication in the administration of University rules and regulations, and from inconsistency, unfairness, unresponsiveness, and prejudice in the individual's experience with University activities."

Dean of Students Office:

Old Union
723-2733

Office of Student Affairs, School of Engineering:

Terman 208
725-1575
Office of Residential Education:

On-campus student support services
725-2800

WorldWide Web resources:
(see Portfolio's "Student Life" section)

Codes of Conduct, help w/honor code, harassment issues, etc.

http://www.stanford.edu/dept/DoR/Grad4.html
Graduate Student Handbook: University Resources...
FREQUENTLY ASKED QUESTIONS

What is a Course Assistant?

A Course Assistant (CA) is a graduate or cotermination student who works part time helping an instructor with a class. The CA's responsibilities can include office hours for individual student assistance, review or study sessions, occasional lectures, preparation of assignments, grading exams and projects, and solutions. A CA for a laboratory class may also be responsible for laboratory supervision, equipment, or demonstrations.

Who is eligible to be a CA?

By University regulations a CA must have graduate standing or be a cotermination student with at least 180 units completed. The CA appointments are not restricted to MS&E students.

A student with TGR status can be appointed as a CA; however no matter which percent appointment is held ONLY the TGR fee will be paid. Any units taken will be at the CA's own expense.

How do I apply for an MS&E TA position?

For online application go to http://www.stanford.edu/dept/MSandE/admissions/forms.html

How many hours does a TA work?

TAs are appointed on a percent time basis. Most of our TAs are 50% appointments and work 20 hours per week. We also offer 25% (10 hours per week). These levels of work are typical, however some appointments may require more effort and others less. Under no circumstances should a 50% TA work more than an average of 25 hours per week. The TA should consult the course instructor and possibly the MS&E TA administrator if the workload is too heavy.
Can I work in addition to my TA appointment?

It is University policy that a student on full fellowship or 50% time assistantship may work no more than eight hours a week in addition. NOTE: International students on F and J visas may NOT work more than 50% time.

How is a TA/RA/CA/grader paid?

Assistantship or grader salaries are processed through Stanford's regular Payroll system. Assistants and graders are University employees.

Deductions: Federal, state, and social security taxes are withheld from salary checks. This withholding is reported like any other salary. Tuition amounts are not taxable or reported.

Schedule: Tuition is automatically paid at the beginning of the quarter.

Payroll checks come twice a month, to the department, or you may arrange for direct deposit to your bank. Work performed from the 1st to 15th of a month is paid on the 22nd; the second half of the month is paid on the 7th. Student appointments, which are established in terms of the academic year, always follow a quarterly schedule:

<table>
<thead>
<tr>
<th>Appointment span</th>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1 - Dec 31</td>
<td>Jan 1 - Mar 31</td>
<td>Apr 1 - Jun 30</td>
<td>Jul 1 - Sep 30</td>
<td></td>
</tr>
<tr>
<td>First check</td>
<td>Oct 22</td>
<td>Jan 22</td>
<td>Apr 22</td>
<td>Jul 22</td>
</tr>
<tr>
<td>Last check</td>
<td>Jan 7</td>
<td>Apr 7</td>
<td>Jul 7</td>
<td>Oct 7</td>
</tr>
</tbody>
</table>

What do I do if a check does not arrive on time?

First, examine your own status. Are you registered? Is there a Hold on your registration? If this is your first check, have you filed all the appropriate paperwork? If you changed jobs, the check might be either at MS&E or at your old department - look both places.
Then, come to the MS&E office to report either that you have found and fixed one of the problems above and need a replacement check, or else to find out what is wrong. For an RA, the faculty member may have forgotten to initiate or renew your appointment for the quarter. In any event, we will try to find the problem and help you fix it.

What is "payroll deduction" and how do I apply?

Payroll deduction is a program that allows you to pay your university account balance in equal installments by deducting it directly from your biweekly paycheck. To go setup a payroll deduction plan go to http://co.stanford.edu/students/sar/paydeduction.html

Does a TA appointment restrict a student's registration?

The University typically restricts the academic load of a 50% TA to 10 units per quarter. The philosophy is that a student cannot work half time and take a full academic load and do both justice. This 10 unit restriction has both good and bad features; the 50% TA's tuition is completely covered by the tuition grant, but the TA's academic progress is slowed down. A 50% TA can register for 10 units. In rare cases 50% TA's may register for more than 10 units and then only after receiving permission from their advisor and the department chair. They must then pay for the extra units.

25% TAs are generally required by the School of Engineering to take a full academic load and must pay for the difference between full tuition and the TA tuition grant according to the percent time and the units of tuition granted for them.

How does a TA register and use the tuition grant?

Tuition for the TA appointment will be credited to the University bill. If you have a late TA appointment and there is no credit on your bill, simply defer that portion of the tuition that will be covered by the TA tuition grant. The portion of the deferment covered by the TA grant will be automatically canceled when the tuition grant is processed.
Please do not defer ASSU or other fees as they are not covered by the tuition grant. Any deferment fee not on the portion covered by the TA grant must be paid by the student.

**May I apply for an RA, a TA in another department, or other support while I am requesting a TA position?**

Yes, you are welcome to try for other appointments while we are considering your TA application; however once you accept a TA appointment you are expected to fill it. Therefore you must withdraw your TA application immediately after receiving other support. The maximum total appointment per quarter is 50%.

**What does the Honor Code say?**

The Honor Code, and its interpretations, can be found at the end of these handout.

**How are courses graded?**

The grading basis used in our department can be found at [http://www.stanford.edu/group/msande_tas/](http://www.stanford.edu/group/msande_tas/) in the FAQ's section.

**Requirements for student employees**

Any student employee (RA, CA, TA, grader, etc.) must meet several requirements before receiving a paycheck. You must be registered in any quarter in which you are paid (including summer), make suitable academic progress, and maintain good standing in the University. If this is your first employment by Stanford, you will also have to fill out several forms:

- An "I-9 Verification" for the University and INS. To complete, you need to bring to Lori Cottle:
- Permanent Residents: an unexpired resident alien card
• F1/J1 visa holders: unexpired passport and a current I-20 or IAP66 form
• U.S. Citizens: a U.S. Passport; or a Certificate of U.S. Citizenship or Naturalization; or two documents: a state-issued driver's license or I.D. card with photograph (to establish identity) AND an original Social Security card or U.S. birth certificate or unexpired INS Employment Authorization (to establish employment eligibility).
• We will have to see and photocopy these documents; and sign the I-9 form.
• A Tax Data form (to instruct the University how much tax to withhold from your salary)
• If you do not have a social security number, a copy of your application (and then a copy of the actual social security card, when you receive one).

Each of these forms only needs to be filled out at the start of employment, but if there is a gap in your employment by Stanford you should check to be sure they are still on file.

International students may also qualify for "tax treaty" status: some countries have agreements with the U.S. which exempt their students from some or all taxes. To claim an exemption, the appropriate forms must be filed annually. Check with the Bursar's office.

Note: If any of these forms is missing or outdated, your paychecks will be withheld, most likely until the next pay period!

Requirements for applicants for whom English is not their first language

Students who expect to hold teaching assistantships must be screened for English proficiency if they are from countries where English is not the first language. To be screened, a student has to do two things:
1. Contact Tracey A. Fowler, tafowler@stanford.edu for an appointment
2. Take an introductory undergraduate engineering textbook to the appointment
The screening consists of a simulated office-hour conversation between a TA and an undergraduate student; the student being tested does not need to prepare for the screening. It will take about 30 minutes.
HONOR CODE

STANFORD HONOR CODE

The Honor Code is the University's statement on academic integrity written by students in 1921. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work:

a. The Honor Code is an undertaking of the students, individually and collectively:
   1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
   2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

b. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

c. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Copying from another’s examination paper or allowing another to copy from one’s own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading, without the instructor’s knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one’s own work the work of another
• Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases have involved Honor Code violations; of these, the most frequent arise when a student submits another’s work as his or her own, or gives or receives unpermitted aid. The standard penalty for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred. The standard penalty for multiple violations (e.g. cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

INTERPRETATIONS OF THE HONOR CODE

In the Spring of 1977, the Student Conduct Legislative Council authored and adopted the following guidelines to assist students and faculty in understanding their rights and obligations under the University’s Honor Code. The most recent revisions to the original text were adopted in the Winter of 2002 by the Board on Judicial Affairs.

It must be understood that the individual and collective responsibility of the students for upholding the Honor Code was not imposed upon the students by the administration or the faculty but was assumed by the students at their own request starting in 1921. Without such student responsibility, the Honor Code cannot be effectively maintained.

1. General

   a. The Honor Code is agreed to by every student who registers at Stanford University and by every instructor who accepts an appointment.

   b. The Honor Code provides a standard of honesty and declares that compliance with that standard is to be expected. It does not contemplate that the standard will be self-enforcing but calls on students, faculty, and administration to encourage compliance and to take reasonable steps to discourage violations. If violations
occur, procedures are prescribed by the Student Judicial Charter of 1997. However, the Honor Code depends for its effectiveness primarily on the individual and collective desire of all members of the community to prevent and deter violations rather than on proceedings to impose penalties after violations have occurred.

c. In interpreting and applying the general provisions of the Honor Code, it should be kept in mind that although primary responsibility for making the Code effective rests with the students, faculty cooperation is essential, since the faculty sets the academic requirements which students are to meet. The faculty should endeavor to avoid academic requirements and procedures which place honorable and conscientious students at a disadvantage. The faculty should also be ready and willing to consult with students and should be responsive to their suggestions in these matters.

d. While an instructor's failure to observe these guidelines might be viewed as an extenuating circumstance in evaluating penalty options for a student's misconduct, it would not preclude the initiation of an otherwise warranted charge against the student.

2. Specific Interpretations and Applications

a. Third-party responsibility: A primary responsibility assumed by students is to discourage violations of the Honor Code by others. Various methods are possible. Drawing attention to a suspected violation may stop it. Moral suasion may be effective. Initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed. Faculty members have like responsibilities when suspected violations come to their attention.

b. Proctoring: Proctoring means being present in the examination room during a written examination, with the following exceptions:
   i. The prohibition against proctoring should not be construed to prohibit an instructor or teaching assistant from remaining in the examination room for the first few minutes to distribute and explain the examination; or from visiting the examination room briefly to transmit additional information; or from
returning at the end of the examination to collect examination papers.

ii. Nor does the prohibition against proctoring prohibit an instructor or teaching assistant from visiting the examination room in response to specific reports from students that cheating has been observed, to investigate the basis for such reports.

The instructor or teaching assistant may also visit the examination room briefly and infrequently in order to answer students' questions.

c. *Unusual and unreasonable precautions*: In interpreting and applying this provision, consideration should be given to standard procedures which are customary to Stanford and the need for cooperation between students and faculty in making the Honor Code effective. The following situations are cited as examples:

An instructor should not require students to identify themselves before being admitted to an examination room, or require students to submit in advance to being searched for notes or other materials, or maintain surveillance upon students who leave the examination room. Nor should the instructor take deliberate steps to invite dishonesty in order to entrap students. Procedures of this kind would be unusual and unreasonable.

On the other hand, an instructor may require copies of an examination or test to be returned after the examination. When possible, alternate seating should be provided and used for all examinations. To avoid controversy in any rereading or regrading of students' work, the instructor may take measures by which the original work may be clearly identified. With clear advance notice, an instructor may systematically compare work submitted to current or previous submissions. An instructor who requires students to make up a missed test or examination may administer a different test or examination of equivalent range and difficulty. Such procedures are not to be construed as unusual or unreasonable.

d. *Procedures that create temptations to violate the Honor Code*: Although students are expected to resist temptations to cheat,
the faculty should endeavor to minimize inducements to dishonesty. Examples of undesirable procedures include the following: failure to give clear directions and instructions concerning course requirements and the limits of acceptable collaboration in coursework; treating required work casually as if it were unimportant; carelessness or inconsistency in maintaining security of examinations or tests; reusing an examination which is neither kept secure from public exposure nor made available to all students. If take-home examinations are given, they should not be closed-book examinations, nor should there be a specific time limit less than the full period between the distribution of the examination and its due date. Such procedures place honorable and conscientious students in a difficult position and often at a disadvantage, and could be interpreted as mitigating by a judicial panel.

e. **Penalty grading:** Students are not to be penalized for violations of the Honor Code without adjudication under the procedures specified by the Student Judicial Charter of 1997. An instructor may not, therefore, lower a student's grade or impose any other academic penalty on the grounds of dishonesty in the absence of such formal proceedings.

f. **Instructor Discretion:** Procedures falling under instructor discretion would include exam location, alternate times for exams, and alteration of due dates. Tests will be taken from the classroom only with the consent of the instructor.

g. **Basis of Grading:** All student work in a course or independent study (exams, quizzes, problem sets, drafts of papers, oral presentations, internet/websites, research, classroom discussions, etc.) forms the basis for evaluating and/or grading. The Honor Code applies to all academic work whether or not the work is given a letter grade, and whether or not the Honor Code is cited and/or signed. Therefore, regardless of the nature or extent of an assignment, academic dishonesty of any type is expressly prohibited and should always be considered a violation of the Honor Code.
Dual Submission Policy: One of the principal motivations behind the Honor Code is to prevent one student from taking unfair advantage over the other students in a class. For example, receiving unpermitted aid on an assignment or consulting notes on a closed book exam gives a student an advantage that students who adhere to the Honor Code do not have. In much the same way, submitting the same work in more than one course without the knowledge of the instructor undermines fairness because faculty assume that student work prepared for a course is done for that course alone. To this end, the Interpretations of the Stanford Honor Code shall include the following:

No student may submit substantially similar work in more than one class without the approval of any instructors who might otherwise assume that the work has been undertaken in their classes alone. Thus, submitting work that was prepared for a previous class requires the approval of the current instructor. Submitting substantially similar work in concurrent classes requires approval, in advance, from each instructor.