



6 SKILLFUL COLLABORATION PRACTICES

Collaboration helps you learn, but unauthorized sharing of information and ideas violates the UC Berkeley Honor Code. The violation is called collusion and consequences may range from a zero on an assignment to dismissal. Gain the benefits of collaboration and avoid collusion.

- 1 IF YOU'RE NOT SURE, ASK**
Working together on assignments is only permitted when the instructor explicitly states collaboration is authorized. Ask before you collaborate because not knowing is not an excuse.
- 2 BEWARE OF CHANGING STANDARDS**
Permitted collaboration differs between classes and between assignments. Use the syllabus, assignment descriptions, and discussion with instructors to learn about authorized collaboration.
- 3 HELP CLASSMATES ETHICALLY**
Discuss general approaches to solve problems or rewrite essays without giving specific methods or answers. Guide with questions or use other examples to teach concepts. If more help is needed, suggest resources like office hours or SLC tutors.
- 4 USE SHARED MATERIALS RESPONSIBLY**
Be cautious in collaborative learning spaces. When studying together for exams, each member should have a different study sheet and produce unique exam answers that reflect personal interpretations of the material.
- 5 CITE COLLABORATION**
If the ideas included in your work are a product of collaboration, it's appropriate to cite them using a personal communication format. Example: As part of a study group discussion (1 October 2015), the group concluded...
- 6 LEARN BEST PRACTICES**
Ask your course instructors for examples of how students successfully worked together in previous courses. Ask them to share how they collaborate with colleagues as professionals.