



TITLE

Campus Judicial Board Member: A volunteer position; students serve a one-year term, fall through spring.

POSITION DESCRIPTION

The main focus of the CJB is to promote academic integrity and social responsibility at UC Davis. This is accomplished through outreach activities that include: educating students and faculty about the *Code of Academic Conduct*; designing and distributing informational materials; and talking to students, faculty, and advisory groups about the prevention of academic dishonesty and the promotion of social responsibility.

The Campus Judicial Board (CJB) is also responsible for deciding contested cases of alleged student misconduct through formal hearings. CJB students serve on formal hearing panels along with University faculty or staff. Members may also serve as advisors to either the student or the referring party involved in a formal hearing.

CJB members volunteer a minimum of four hours a week. This includes a one-hour weekly meeting and three hours of “project time,” during which CJB members provide, among others, the following services:

- They plan and conduct outreach projects to raise awareness and support for UC Davis’ *Code of Academic Conduct*.
- They table and serve as resources for other students, providing general information about UC Davis’s disciplinary process and answering questions.
- They post information and articles to the CJB FaceBook page including the “Campus Judicial Report,” which informs readers about how specific disciplinary issues were resolved.
- They sit in on conduct meetings.
- They help students or faculty members prepare for formal hearings, or participate in formal hearings as panel member, advisor or recording monitor.

Twelve to fifteen students serve on the Campus Judicial Board each year. Service on CJB is not only interesting and rewarding but also invaluable to the University.

TIME REQUIREMENT

CJB Members are required to attend a weekly one-hour meeting scheduled for Tuesdays at 5:00 pm. Unless there is an irreconcilable class conflict, members **MUST** be able to attend these weekly meetings in order to serve on the Campus Judicial Board. The meetings are held for the purpose of training as well as to disseminate information and plan outreach projects.

Time is also required outside of weekly meetings to plan and implement outreach projects. Disciplinary hearings occur on an irregular basis, as the need arises, with an average of approximately 10-20 hearings per year. Outreach activities and formal hearing responsibilities count towards the 3 hours of “project time” that are required of CJB members each week. Additionally, two in-service training sessions occur each year on a Saturday, once in both Spring and Fall quarters. Total time commitment is about 4 hours per week (40 hours per quarter).

QUALIFICATIONS

- Must be a UC Davis student in good academic standing while on the Board.
- Must be reliable, hard working, creative, and motivated to design and implement the various activities, events, and programs conducted throughout the year.
- Must have good verbal and written communication skills.
- Must maintain good relations with faculty & University officials as well as peers.
- Must have ability to maintain objectivity when hearing diverse viewpoints.
- Must be able to maintain strict confidentiality.

(Note: Students who have been suspended from UC Davis for academic or social misconduct are not eligible to be on the Board.)

APPLICATION PROCEDURE

The application will be available on the OSSJA website on Tuesday, January 16th, 2018. The application must be submitted online. The application consists of demographic information, short answer questions, and a ranking exercise. All are included in this document. **The paper copy is only available for reference. They must be completed online for consideration.**

Completed applications must be submitted online by 4:00 pm on **Friday, February 16th, 2018**. Upon submitting your application, you must use the Doodle poll to sign up for a group interview time slot. Due to the volume of applications received, **late applications will not be accepted**. If possible, we encourage you to complete & submit your application before the deadline. No exceptions will be made due to technological error.

INTERVIEWS

Every student who submits a completed application will be granted a group interview. Group interviews will be held February 22, 26 & 27, Finalists from the group interviews will participate in individual interviews, which will be held March 1, 2, & 5.

FOR FURTHER INFORMATION

Applicants are encouraged to attend an optional information session to learn more about the Board and speak with current CJB members. Please contact one of our Recruitment Coordinators, Caroline Campbell and Rachel Sniderman, via email at cgcampbell@ucdavis.edu and rsniderman@ucdavis.edu if you have any questions.

- **Monday, January 29th from 3pm-4pm (Dutton Hall 1225); or**
- **Wednesday, February 14th from 4pm-5pm (Dutton Hall 1225)**

The pages below are for reference only. Do NOT fill out and submit a paper application. Please visit CJB's website on the OSSJA webpage for a link to the online application form.

Demographic Questions

First & Last Name: _____ Student ID #: _____

Cell phone: (____) _____ UCD E-mail address: _____

Current Year: First Year Second Year Third Year Fourth Graduate student

Expected Graduation: _____ UC Davis GPA: _____

Major(s): _____ Minor(s): _____

Do you plan to attend professional or graduate school? Yes No

If so, in what field? _____

Please list up to five obligations you have outside of academics, the hours per week each requires, and your role/responsibility with that group. See the example below.

1. *Coffee House—5 hours per week—server*

Can you commit to the weekly meeting from 5:10-6pm Tuesdays? Y/N

Can you commit to the three hours/week office hour requirement? Y/N

Outreach Ideas

Although the most visible aspect of being on the Campus Judicial Board is serving on formal hearing panels, this is actually an infrequent occurrence as we normally have only about 8-12 hearings a year. The other major function of the Campus Judicial Board is to plan and implement projects designed to educate the campus community about the importance of honesty, integrity, and social responsibility. Do you have any ideas for things the Board could do that would be fun and engaging for students while also educating them about these values and UC Davis's **Code of Academic Conduct**?

Hypothetical Scenario

You and a friend are taking an Economics class together. The grade in the class is based solely on two midterms and one final exam, and the grading is on a curve. Prior to the first midterm, the professor handed out a "Study Guide," and a number of the more difficult questions on the study guide showed up on the midterm exam. Prior to the second midterm, the professor handed out another Study Guide. You and your friend sit next to each other during the second midterm, as you always do during this class. A few minutes into the exam, you notice your friend slip his phone out of his pocket and into his lap. As you continue to work on your exam, you find your attention distracted by the fact that your friend is clearly looking at his phone in a very sneaky way.

What do you think about this situation?

What actions, if any, would you take at the time?

What actions, if any, would you take after the exam?

Rank Order of Offenses

Reminder: You will order these as a part of your online application submission.

On a scale of 1 to 10 **with #1 being the worst offense**, please rank the following incidents as to which are the most and least serious violations of the *Code of Academic Conduct* (this means that you will only have one #1, one #2, one #3, etc.)

_____ (I) Rana is having a really hard time with her Organic Chemistry class. If she fails the class, she is sure that she will lose the chance to go to medical school, and it has been her life-long dream to be a doctor. Rana asks her friend Marlee to take the test in her place because Marlee took the class a previous quarter and got an "A." Marlee agrees and takes the exam posing as Rana.

_____ (F) Marco, a junior transfer student, wrote a paper for his Plant Pathology class during Fall Quarter that just happens to be on the same topic that his University Writing Program instructor wants students to write about Spring Quarter. Marco is thrilled that he won't have to do the work for the UWP paper because he already has it done. He retypes the cover page and turns in his old paper for the UWP class.

_____ (E) After getting a Physics quiz back and finding that he got a very low score on it, Mark alters his graded quiz and submits it for re-grading. He attaches a note stating why he feels he didn't receive enough points on some of the problems when it was initially graded.

_____ (C) Owen, a freshman, has a 10-page research paper due the next day in his Bio class. He hurriedly searches the web for information and writes the paper, borrowing a lot of language from his Internet sources and just substituting a few words here and there. He uses in-text citations to indicate his sources, but makes sure to "accidentally mix up" the page numbers so the instructor won't notice how close his paper is to the on-line articles.

_____ (B) Juniors Hanlin and Wenshan are taking an NPB exam. When Hanlin finishes her exam, she turns to Wenshan and asks her how much longer she'll be, and if she wants to get lunch after the exam. Another student sees them talking and believes they are cheating on the exam.

_____ (H) Freshman student Ruby finishes her French mid-term 15 minutes early. Although she feels pretty confident about her answers, she sneaks some peeks at the test of the guy sitting in front of her "just to confirm" her answers. However, she doesn't change any of her responses.

_____ (A) An instructor put three books on reserve in the library for students to use to complete a class assignment. Although reserve books can only be checked out for a few hours, Carl decides to keep the books and just pay the late fine, rather than returning them. He uses the books to complete the assignment and then returns them to the library after the assignment's due date.

_____ (D) Emily, a senior, panics during a final exam in Abnormal Psych. Her good friend Ana is sitting next to her during the final so she looks at Ana's exam a few times and copies her friend's answers to several questions.

_____ (J) Peyton realizes on the day that it is due that he has forgotten to do a homework assignment for his Statistics class. He hurriedly completes the assignment, knowing that it is full of mistakes. As he is turning in his work, he notices that the assignment on top belongs to the best student in the class. He takes that student's assignment from the box, erases the name, puts his own name down, and turns it back in.

_____ (G) Juniors Omerpreet, Kunal, and Jason live together in the Colleges and are taking a computer programming class together. The instructor states in the syllabus and has told the students that they may work in groups of two only, so Jason is officially paired with Surrender. However, all four students work out the computer program together and turn in code that is virtually identical.